

## 1.03.812 Language, Literacy & Numeracy

### What you need to know – key take outs

The purpose of this policy is to ensure that all students are provided with learning pathways that meet their individual language, literacy and numeracy skills.

**Always read this Policy in conjunction with the Related Procedures identified below.**

<b>Policy Principles</b>	IRT Academy will implement a systematic approach to identifying learner's Language, Literacy and Numeracy needs within the resources of IRT Academy and facilitate support strategies to maximise individual learner outcomes.
<b>Purpose</b>	To meet the requirements of: <ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011; and</li> <li>Standards for Registered Training Organisations 2015</li> </ul>
<b>Risk Statement</b>	IRT has a low appetite for risk of failing to comply with legislation.
<b>Scope</b>	The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.
<b>Related Procedure</b>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>RTO Procedure Manual</li> <li>Student Handbook</li> <li>Course Brochures/Flyers</li> <li>Enrolment Form</li> <li>Training Plan (for approved Trainees)</li> <li>Student Contact Note</li> <li>Assessment Agreement and Progress Report</li> <li>1.03.038 Student Progress</li> <li>1.03.806 Student Enrolment and Selection</li> <li>1.03.853 Student Welfare</li> <li>1.03.805 Skills and Qualification Recognition</li> </ul>
<b>Compliance Requirements</b>	<ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011</li> <li>Standards for RTOs 2015;</li> <li>Standard 1</li> <li>Standard 5</li> </ul>
<b>Policy Owner</b>	IRT Group Head – IRT Academy
<b>Effective Date</b>	December 2025
<b>Review Date</b>	December 2025
<b>Content Manager Reference Number</b>	EDOC2022/0097350

## 1 Relevant legislation

This policy has been written to align with the Standards for RTOs and other relevant legislation and regulation. The following table explains the link between this policy and the relevant external requirements.

Standard / Legislation	What this Means
Standards for RTOs 2015; <ul style="list-style-type: none"> <li>• Standard 1</li> <li>• Standard 5</li> </ul>	To ensure the RTO meets the regulatory standards for RTO operation and related legislation.

## 2 Policy details

IRT Academy will:

- Assess a student's language, literacy and numeracy skills prior to their enrolment to ensure they have adequate skills to complete the training;
- Assessment will be facilitated by the Trainer/Assessor using an online assessment tool provided by LLN Robot or other approved assessment tool.
- For short courses, the assessment will be based on the student's ability to complete the RTO enrolment documentation and interaction with the learner (as appropriate).
- Support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
- Provide clear information to students about the detail of the language, literacy and numeracy assistance available;
- Refer students to external language, literacy and numeracy support services that are beyond the support available within IRT Academy resources and where this level of support is assessed as necessary.
- Negotiate an extension of time to complete training programs if necessary.

### In Practice Example:

An individual enrolling into an IRT Academy Certificate III in Individual Support completes the LLN Robot Assessment Tool online. The results are reviewed by the Trainer/Assessor for the course and the results indicate that the individual has the appropriate level of LLN capabilities to meet the course requirements.

### 3 Roles and responsibilities

Role	Responsibility
Policy Owner – Group Head IRT Academy	<ul style="list-style-type: none"> <li>Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.</li> </ul>
Policy Monitor – RTO Manager	<ul style="list-style-type: none"> <li>Ensure day to day implementation and compliance with policy.</li> </ul>
Implementation – Learning Solutions Team Trainer/Assessor	<ul style="list-style-type: none"> <li>Implement policy procedure requirements as per IRT Academy Procedure Manual.</li> </ul>

### 4 Definitions

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
LLN	Language, Literacy and Numeracy