

10. AOT Language Literacy and Numeracy (LLN) Policy

Policy Name		Language Literacy and Numeracy (LLN) Policy	
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Document Version		2	
Authorising Officer		Chief Executive Officer	
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Formal Review Date		15/05/2017	
Related Legislation & Guidelines		Standards for Registered Training Organisations (RTOs) 2015	
Scope	Course Type	All	
Version Updates	Version 1	Implemented	March 2015
	Version 2	Updated	23/05/2016
<p>Communication</p> <p>AOT's policies, procedures and guidelines are saved in a central file location accessible by all relevant staff. Updates are communicated to staff through our knowledge management system. Updates are communicated to students via announcements in our Learning Management System.</p>			

1. Purpose

AOT understands the importance of skills in language, literacy and numeracy (LLN) providing assistance to students seeking to undertake training.

A Language, Literacy & Numeracy (LLN) assessment is provided for learners to complete. If the assessment identifies any concerns the learner is contacted and offered one on one assistance from Mentors, Trainers and Assessors. The learner is then also emailed with Student Service information.

Reasonable adjustment will be made applicable and support will be provided with the skills of AOT or referred to external services.

2. Policy

AOT will identify language, literacy and numeracy skill needs and provide individual assistance where possible.

LLN assessments are designed and developed in accordance with the Australian Qualifications Framework (AQF) and the Australian Core Skills Framework (ACSF) to ensure each LLN assessment is at the appropriate level.

All AOT courses feature an LLN assessment within the Learning Management System (LMS), which all students have full access to.

Students enrolled into short courses are encouraged to complete the LLN assessment.

Students enrolled into qualifications must complete the LLN assessment prior to being given access to their course.

Students with a score of less than 70% in their LLN assessment are individually contacted by AOT and provided support service information and individual trainer support.

3. Related Forms and Documents

AOT's Document Register outlines all the forms and documents that relate to this policy. The Document Register is saved within a central file location and is accessible by all relevant staff.

4. Quality and Continuous Improvement

All policies, procedures and processes are reviewed on an annual basis. This policy will be formally reviewed on the date set out in the version control table at the beginning of this document.

AOT reserves the right to review and update policies, procedures and processes at any time outside of the formal review cycle, as required by:

- a) changes in regulatory, statutory, or contractual obligations,
- b) results of internal quality assurance processes,
- c) feedback received from staff.

Any recommendations to improve this document must be submitted to ceo@aot.edu.au.