

10. AOT Language Literacy and Numeracy (LLN) Policy

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| Policy Name | Language Literacy and Numeracy (LLN) Policy | | |
| Document Reference | P_TA_10.1_V3 | | |
| Document Version | 3 | | |
| Authorising Officer | Chief Executive Officer | | |
| Document Location | PolicyDoc (cloud based document management system) | | |
| Publish Date | 23/05/2016 | | |
| Formal Review Date | 17/08/2019 | | |
| 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 |
| | Version 3 | Minor updates to wording | 17/08/2018 |
| <p>Communication</p> <p>AOT's policies, procedures and guidelines are saved in PolicyDoc (cloud based document management system) which is 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 qualifications feature an LLN assessment within the Learning Management System (LMS), which all students have full access to.

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 PolicyDoc 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.