

LLN POLICY

1. PURPOSE

- 1.1 International Child Care College Pty Ltd (**ICCC**) has an obligation to ensure that students enrolled in an ICCC training program have the opportunity to achieve a successful outcome. This includes evaluation of a prospective student's ability to read with understanding and adequately respond to knowledge and skill-based assessment within the AQF guidelines.
- 1.2 The purpose of this Policy is to provide information on the College's Language, Literacy, and Numeracy (**LLN**) assessment obligations and support early identification of additional learning support requirements.

2. LANGUAGE, LITERACY, AND NUMERACY (LLN) ASSESSMENT

- 2.1 All prospective students are required to undertake a formal LLN assessment at the time of enrolment or during the commencement of training process, to ensure they have adequate skills to complete and achieve the requirements of the training qualification.
- 2.2 The following process is implemented to assess a prospective student's LLN skills:
 - Initially, the student answers self-assessment questions as part of the enrolment form:
 - *Do you require additional assistance with language and literacy?*
 - *Would you like any additional assistance to prevent any disadvantages during your learning?*
 - Following the completion of the enrolment form, the student completes an online LLN assessment through the LLN Robot.
 - All completed LLN results are transferred to the Student's Course profile under the LLN tab.
 - ICCC Student Support will communicate any serious concerns with LLN results to the Risk and Relationship Manager.
 - The ICCC Risk and Relationship Manager will determine appropriate strategies to support the students learning, including utilising the training supplement resource provided through the LLN Robot.
- 2.3 Based on the results of the LLN and self-assessment, it may be determined by ICCC that a student's LLN skills are inadequate for the proposed or enrolled training program. Where this occurs, the student enrolment process should be cancelled or deferred until such time as adequate skills are gained to complete the training. In these circumstances the student is referred to external support services for assistance.

3. SUPPORT

- 3.1 Where it is determined that a student does have deficiencies with LLN skills, such as identified concerns that may hinder participation in training (but not to such an extent as to be deemed inadequate to commence in the workplace); support strategies will be developed with the aim to provide opportunity for success. These may include:
 - Conducting a discussion/interview with the student. The purpose is to establish the background, motivation, and general abilities of the student to determine what support ICCC may provide and where external support services may be used.

- Negotiating and reconfiguring the training program in recognition that additional time may be required to appropriately support the successful completion of the training.
- Non-enrolment, suspending, or exiting the training program.
- Providing one-on-one Learner Support sessions to the student, and/or additional support to enable the student to progress in the training program. This may include making arrangements to regularly meet with the student to monitor their progress and adjust the provided support strategies.
- Engaging with employers to negotiate additional support strategies including work plans, study plans, and other activities required to appropriately support the student during the training program.
- Seeking to obtain a strong commitment from the student that they will provide personal effort that is an addition to that normally required to undertake the training program.

Referring Students to LLN Training

- 3.2 ICCC may refer students for dedicated LLN training, designed to provide students with the opportunity to gain specific LLN skills required in a vocational or work environment, prior to recommencing enrolment into ICCC training programs.
- 3.3 The decision to refer a student to another training program for LLN training will be based on the level of assessed LLN deficit and the student's motivation to improve their abilities.

4. REVISION HISTORY

Rev	Date	Revision Description	Name
v1	08/08/2022	Initial Policy	-
v2	13/10/2023	Revised Policy	HR
V3	22/05/2024	Upgrade Policy to align with V2 Portal changes and LLN rating system	KC