

Document title:		Language, Literacy, and Numeracy (LLN) Admissions Policy
Approving authority:		Board of Directors
Related policies:		Application and Admissions Policy Assessment and Learning Materials Policy Assessment System Policy Pre-enrolment Information Policy Regulatory Requirements Policy Access and Inclusion Policy for Students Access and Inclusion Reasonable Adjustments Policy Language, Literacy, and Numeracy (LLN) Support Policy Pre-Admission Interview Policy
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Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

This policy outlines ITAC's approach to ensuring that students possess the necessary language, literacy, and numeracy (LLN) skills to successfully complete their chosen courses. ITAC recognizes that students may enter courses with varying LLN levels and is committed to providing the necessary support for students to develop and enhance these skills throughout their education.

2. Scope

This policy applies to all prospective and current ITAC students enrolled in vocational education and training (VET) qualifications.

3. Policy Principles

a. Admissions Process and LLN Assessment:

During the admissions process, ITAC may require students to complete additional LLN assessments as part of their interview to determine their LLN abilities. These assessments will help ITAC staff identify any potential challenges that students may face during their courses.

b. Compliance with Standards for RTOs:

ITAC will ensure compliance with the Standards for Registered Training Organizations (RTOs) and other relevant legal requirements. This includes providing equal access to educational opportunities

and appropriate support services for all students, including those with disabilities, disorders, or difficulties.

4. Identifying and Addressing LLN Challenges

a. Early identification:

ITAC staff will carefully review enrolment forms, Support Needs Surveys, and interview results to identify any potential LLN challenges that students may face during their course.

b. Tailored support:

ITAC will work with students to create individualized support plans that address their specific LLN needs. These plans may include additional resources, guidance, or one-on-one support.

c. Ongoing monitoring:

ITAC staff will continuously monitor students' progress and provide feedback to help them improve their LLN skills throughout the course. Staff will also remain available for consultation and assistance as needed.

d. External referrals:

If necessary, ITAC may refer students to external support services or specialists for further assistance in addressing their LLN challenges.

5. LLN Requirements Summary

The following summary provides an overview of the specific LLN requirements for ITAC students, based on the Australian Core Skills Framework (ACSF). These requirements are necessary for the successful completion of ITAC's VET qualifications:

a. Reading:

Students must be able to complete a variety of reading tasks, such as scanning and interpreting legislation, understanding instructions, reading job description forms, and engaging with PowerPoints, forms, and templates.

b. Writing:

Students need to perform various writing tasks, including short answer questions, incident reports, emails, and checklists. They should have writing skills at least at the Year 6 level to work in lower primary years, and Year 9 to work in upper primary.

c. Oral Communication:

Oral communication is essential for workplace learning and assessment activities. Students must be able to discuss lesson requirements, expectations, and procedures with supervisors, as well as review lessons and provide feedback to children.

d. Numeracy:

Although few numeracy tasks are required, students should have basic numeracy skills, such as addition and multiplication, at least at the Year 6 level. Students wishing to work in higher years will need additional numeracy skills.

e. Learning:

Students must demonstrate effective learning skills, including setting routines, seeking assistance, meeting deadlines, note-taking, drafting answers, reviewing performance, considering feedback, and conducting basic online research.

ITAC is committed to supporting students in developing and enhancing their LLN skills throughout their course. The institution will provide necessary resources and guidance to help students meet these requirements and succeed in their chosen qualifications.

6. Responsibilities

ITAC staff, trainers, and assessors are responsible for implementing this policy and providing the necessary support for students with LLN challenges.

7. Review and Updates

This policy will be reviewed and updated periodically to ensure it remains relevant and effective in supporting students' LLN development.

In conclusion, ITAC's LLN Admissions Policy is designed to ensure that students have the necessary language, literacy, and numeracy skills to succeed in their chosen courses. Through early identification, tailored support, ongoing monitoring, and external referrals when necessary, ITAC aims to provide a comprehensive support system that fosters the development of essential LLN skills and promotes student success.
