

### Objective

The purpose of this policy is to:

- Outline the framework for the assessment of language, literacy, numeracy and digital literacy prior to the enrolment of students.
- Ensure that CEAV Institute conducts a pre-training review and career conversation prior to enrolling students into the qualifications on its scope of registration.
- Ensure CEAV Institute uses the outcomes of the pre-training review and career conversation to advise prospective students on the most appropriate selection and pathway to meet their career needs.
- Ensure that the CEAV Institute uses this review and assessment to determine support needs and the appropriate training and assessment strategies.

CEAV recognises the importance of basic skills of digital literacy and English language, literacy and numeracy (LLN). Improving basic skills will assist in breaking down barriers presently facing some students.

This document sets out the policy of the Institute on English LLN training and associated activities for the information of CEAV Institute employees, education and training contractors and students.

### Scope

This policy applies to:

- RTO Trainers and Assessors
- RTO Enrolment Officers
- CEAV Institute Students

### Policy

CEAV Institute will ensure that the individual learning needs of students enrolling in courses at CEAV Institute will be identified and where possible assistance offered. Students will be given the opportunity to self-identify any learning needs or barriers of which they are unaware during the enrolment interview.

CEAV Institute requires prospective students to complete an LLN assessment as part of the enrolment process. This document is then to be used by trainers/assessors as an aid in determining any LLN issues that may be a barrier to learning.

If while participating in a CEAV Institute course a student identifies that they require extra LLN support, study assistance is available. Students may also be advised to access Literacy and Numeracy support through pre-accredited programs offered by the Diamond Valley Learning Centre, Melbourne Polytechnic or a Learn Local organisation close to their home.

Where CEAV Institute finds that the resources are not available to provide the necessary support to a student to address their needs, or that the LLN level of the student is too far below the LLN level of the course according to the ACSF, CEAV Institute will recommend pathway courses that will help to build the student's skills to the necessary level.

## Definitions

**ACSF** is the Australian Core Skills Framework.

## Related Documents

- Access and Equity Policy
- LLN Support Indicator Tools
- LLN Support Indicator Instructions
- LLN Support Indicator Benchmarking
- Reasonable Adjustment Procedure

## Related Legislation

- Australian Quality Training Framework (AQTF) 2010

## Area of Compliance

- AQTF Element 2.1
- Skills First Victorian Funding Contract

## Approved by

*The Committee of Management*

<b>Signed:</b>		<b>Date:</b>	02/02/2021
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## Review date

**Effective from:** February 2021

**Review date:** February 2024