

Language, Literacy and Numeracy Policy

Purpose

The purpose of this policy is to provide guidelines for the identification of any student/learner requirements for Language, Literacy and Numeracy (LLN) support and implement support as required. Greenwich College Pty Ltd is committed to ensuring that no student is disadvantaged as a result of LLN support needs and where necessary will make reasonable adjustments to assessments or processes to accommodate individual needs.

Scope

This policy is for all staff working with students undertaking accredited training with Greenwich College Pty Ltd and also for students who may require LLN support.

Policy

Greenwich College Pty Ltd is committed to providing guidance or support to those students who have issues related to language, literacy or numeracy. Indeed, the core business of Greenwich College Pty Ltd is English language teaching for overseas students through the delivery of ELICOS courses.

Greenwich College Pty Ltd has a policy of rigorously and comprehensively (but non-intrusively) evaluating students/learners and determining the appropriate type/level of support that may be offered in relation to language, literacy and numeracy (LLN) skills.

In addition to the LLN assessment of English language students, Greenwich College Pty Ltd will also assess students' LLN skills for all other qualifications/courses on its scope of registration.

Students directly entering Certificate II or Certificate IV courses are given the LLN test (The following links are provided for [Hospitality](#) and [New starters](#)). However, those who have successfully completed their ELICOS course are exempt from the LLN test. Instead, the

ELICOS academic team evaluates their IELTS level upon course completion and decides whether these students meet the entry requirements for their VET Certificate II or Certificate IV course. This evaluation process also applies to students progressing to a Diploma, unless the Diploma has a specific VET prerequisite, such as the Diploma of Marketing and Communication. Where LLN support has been identified, Greenwich College Pty Ltd will implement an individual support plan that includes agreed strategies to assist individual students.

Action is taken to ensure that whatever identifiable shortfall the student/learner may have is addressed prior to, or during, his or her training.

References

Access and Equity Policy – Policy No.2

Assessment of Learner Needs Policy – Policy No.4

Version Control Number	Date	Next Review Date
v1.0	26 th October 2015	26 th October 2016
v1.1	14 th April 2016	14 th April 2017
v1.2	1 st January 2018	1 st January 2019
v1.3	5 th April 2023	5 th April 2024
V1.4	8 th December 2023	8 th December 2024

