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## **Greenwich English College Pty Ltd- Assessment of Learning Needs Procedure**

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### **Procedure**

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#### **1. Pre-enrolment Assessment**

- a) Students complete an application form when expressing an interest in a program at Greenwich English College Pty Ltd. (Greenwich English College Pty Ltd Application Form 2018). The Enrolment Form provides personal details such as:
- what previous studies they have undertaken in this or related fields
  - what experience they have had in this field – to determine if they may be entitled to Recognition of Prior Learning (RPL)
  - their reasons for wanting to study the training program they are applying for
  - how they will apply what they learn into practice – to ensure that the training offered is suitable for their needs.
- b) Students stipulate any specific learning needs or relevant special needs on their application.
- c) Students are given a test of their written and spoken English language competence prior to their acceptance in a course of study
- d) Any issues that are highlighted during this process will be communicated to and addressed by the Director of Studies and any adjustment to the course delivery and student support will be made and any conditions on enrolment or advice to the student will be recommended. This will all be recorded in the student's record on the Student Management System.

#### **2. Language/Literacy/Numeracy Assessment**

A non-intrusive assessment of each student's Language/Literacy/Numeracy (LLN), in particular their English language competence, is conducted at enrolment to ensure that the level of each student's English language competence and literacy is identified and assisted throughout their course. This includes any barriers to learning, such as dyslexia, limited literacy and general ability to cope with the program applied for – especially written assignments – should be identified.

**Authorising Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

This policy is to be reviewed twelve (12) months from this date

### 3. Ongoing Support

Upon assessment of students/learners for any support required for language, literacy, numeracy or other barriers to learning, Greenwich English College Pty Ltd will provide individual support to improve the student's capacity to meet the course criteria as outlined in our Access and Equity Policy.

The support strategy will be recorded and maintained in student in student file in Student Management System.

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

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