
Assessment of Learning Needs Policy

Purpose

The purpose of this policy is to provide a framework that facilitates accessibility of vocational education and training for students/learners at Greenwich English College Pty Ltd and allows the college to identify any individual learning needs.

Scope

The policy applies to all staff involved in the counseling, administration, training, and assessment of individual student in order to provide advice, guidance and/or assistance when required by a student, trainer/assessor or external agency.

Policy

Greenwich English College Pty Ltd recognises that assessment of the learning needs of individual students is part of its commitment to quality vocational education and training, and will use the procedures relating to this policy to identify student needs and to meet them in the planning and implementation of its training programs.

Greenwich English College Pty Ltd is determined to maintain its reputation as a provider of quality courses that cater to learners of all skills levels through recruitment and course delivery structure that does not exclude anyone or discriminate on the basis of life situation, learning impairments, skills and knowledge gaps or similar inhibiting factors. The Assessment of Learning Needs policy represents a crucial first step in the process of educating our students in a way that reflects Greenwich values of fairness and rigour and the college's commitment to excellence.

Greenwich English College Pty Ltd will identify the learning needs of students through a pre-enrolment assessment where students will have the opportunity to disclose any areas they may need assistance with and also allow Greenwich English College Pty Ltd staff to identify areas where students may need additional support.

Greenwich English College Pty Ltd will assess the needs of all students entering its courses and make judgements about their learning needs. This will be communicated professionally and confidentially and with a view to ensuring each student has an effective learning experience during their studies at Greenwich English College Pty Ltd.

References

Access and Equity - Policy and Procedure No. 2
Language, Literacy and Numeracy - Policy and Procedure No. 5
Student Support - Policy and Procedure No. 6
Recognition of Prior Learning (RPL) – Policy and Procedure No. 10
Enrolment /Admission– Policy and Procedure No. 17

Authorising Officer: _____ **Date:** _____ **Review Date:** _____

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