



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 English 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 English College Pty Ltd and also for students who may require LLN support.

Policy

Greenwich English 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 English College Pty Ltd is English language teaching for overseas students through the delivery of ELICOS courses.

Greenwich English 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 English College Pty Ltd will also assess students LLN skills for all other qualifications/courses on its scope of registration. LLN will be assessed using a LLN assessment tool which is appropriate for each AQF level. Where LLN support has been identified Greenwich English College Pty Ltd will implement an individual support plan that includes agreed strategies to assist individual students.

Greenwich English College Pty Ltd leadership and staff are committed to the values of support, inclusiveness and provision of a high-quality learning experience and all our policies have been designed in accordance with this.

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

Authorising Officer: _____ Date: _____ Review Date: _____

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