



Language, Literacy and Numeracy Procedure

Procedure

1. An assessment of potential students' English language competence is conducted prior to their enrolment in a course of Study at Greenwich English College Pty Ltd. This assessment is used to make judgements about the appropriateness of the applied for course for each student.
2. The only exception to this rule is for students applying to undertake a 'General English' program, which, as a non-award ELICOS program, is designed for students of all levels. Students applying for this program are tested on commencement of their program and placed into a class appropriate to their level of competency.
3. The action and adaptation of training program materials to suit the LLN needs of a student/learner is based upon the recommendations and comments of the assessor, whether internal or external.
4. The assessor ensures language, literacy and numeracy is considered by employing:
 - i. An approach to teaching and learning that takes into account that the students attending courses delivered by Greenwich English College Pty Ltd are predominantly of non-native English speaker backgrounds;
 - ii. Presentations supported by practical application using the physical resources generally available, i.e. those which are practical and tactile;
 - iii. Training programs are conducted using short presentations, demonstrations and question and answer formats; and
 - iv. Written question papers are used in some assessments, but strategies for ensuring other methods of assessment which are not written are employed when LLN is identified as requiring support.
5. Language problems of a particular student may necessitate the provision of additional of a one to one support, i.e. one trainer to one student, to ensure the student absorbs and understands the material being presented. In extreme cases, the student may be advised to use an interpreter or to undertake addition study of English language skills, the cost of which to be borne by the student.
6. Assessment will be comprised of a practical component along with question and answer and 'what if' scenarios and from that viewpoint the requirements that the student/learner has to show can be explained in a practical way.
7. The information in relation to a student/learner's LLN skills is recorded and all information in relation to a student/learner's LLN skills is strictly confidential.

Authorising Officer: _____ Date: _____ Review Date: _____

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



GREENWICH
English College



GREENWICH
Management College

Language, Literacy and Numeracy

Number: 5

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References

Standard 1 Clause 1.7
Student Handbook 2018
Language and Literacy Assessment
Staff Handbook 2018

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