

LANGUAGE, LITERACY AND NUMERACY (LLN) POLICY

Purpose:

Guidestar Training & Professional Services LLN policy is for the purpose of ensuring that students that need related LLN support receive it at the right time and appropriately.

Scope:

All GTPS students are required to complete an LLN assessment prior to their enrolling for any course. This assessment enables GTPS to know if the student's level of language, literacy and numeracy is reasonable to enable them complete the qualification for which they are applying to undertake.

Policy:

When a student is deemed as needing support in their LLN, the same is provided. This is done mostly through referral to English as a second language course

Those with the written skills but are afraid to speak out due to culturally related limitations are supported and encouraged to speak out during their learning in a safe classroom environment. This helps them overcome their initial fear and prepares them for the actual workplace

GTPS training is designed to support learners, by allowing flexibility within delivery and assessment (under guidance of the training package), employing strategies such as:

- Use of demonstration of tasks in a simulated environment
- Verbal explanations – Questions and answers
- Use of diagrams/charts
- Incorporating actual workplace materials, or modelling tasks on familiar workplace activities

Where practical and available, students from a multilingual background who have basic LLN skills are matched with a Trainer from the same ethnic background to build confidence and help improve the vocational vocabulary levels needed in the workplace

The LLN outcome is captured during the Pre-Training interview process and recorded in the pre-training interview form. The same is availed to the trainers before course commencement where their input and attention is required.

Trainers are expected to highlight any LLN struggles during learning and assessments period that may have been missed out during the enrolment process. The student gets the necessary support even at this point.

All GTPS Trainers hold the LLN core unit in their Certificate IV TAE qualification that equips them to identify and ably address the LLN issues displayed by a student during their learning with GTPS.