

## 1.03.812 LANGUAGE LITERACY & NUMERACY

**This policy is applicable to:** All IRT Academy Students, IRT Academy employees and Third Parties acting on behalf of IRT Academy.

### DISCLAIMER

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## DOCUMENT CONTROL

<b>Policy Number:</b> 1.03.812	<b>Policy Owner:</b> General Manager IRT Academy	<b>Version:</b> 3.0
<b>Contact position:</b> General Manager IRT Academy	<b>Approved for circulation:</b> Group Leadership Team	<b>TRIM classification reference:</b>
<b>Date approved:</b> February 2015	<b>Review due to:</b> Legislative change	<b>Next review due:</b> February 2016
<b>Procedure Manual reference:</b> Language Literacy and Numeracy	<b>Compliance/Accreditation/ Standards reference:</b> Standards for Registered Training Organisations 2015 Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses Standard 5. Each learner is properly informed and protected.	

## REVISION RECORD

Date	Version	Revision description
April 12	1.0	IRT Academy major review of all policies and procedures against Standards for NVR Registered Training Organisations 2011- Essential Standards for Continuing Registration.
Jan 15	2.0	Previous Policy to be superseded.
May 13	2.1	Inserted reference to "within IRT Academy resources". Updated reference to Operations Coordinator and deleted reference to Learning & Development Coordinator.
Jan 15	3.0	Updated to align to the Standards for RTOs 2015

## 1. TITLE

1.03.812 LANGUAGE LITERACY & NUMERACY

## 2. POLICY STATEMENT

IRT Academy will establish a system to identify each learner's Language, Literacy and Numeracy needs within the resources of IRT Academy and facilitate systems of support to maximise individual learner outcomes.

## 3. PURPOSE

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011; and
- Standards for Registered Training Organisations 2015

## 4. SCOPE

The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.

## 5. OBJECTIVE

The purpose of this policy is to:

To ensure that all students are provided with learning pathways that meet their individual language, literacy and numeracy skills.

## 6. POLICY DETAILS

IRT Academy will:

- Assess a student's language, literacy and numeracy skills during their enrolment to ensure they have adequate skills to complete the training;
- Assessment will be facilitated by the Trainer/Assessor using the Language, Literacy and Numeracy Screen document.
- For short courses, the assessment will be based on the student's ability to complete the RTO enrolment documentation and interaction with the learner (as appropriate).
- Support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
- Provide clear information to students about the detail of the language, literacy and numeracy assistance available;
- Refer students to external language, literacy and numeracy support services that are beyond the support available within IRT Academy resources and where this level of support is assessed as necessary.

- Negotiate an extension of time to complete training programs if necessary.

## 7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner – General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation- Trainer/Assessor	Implement procedure as per IRT Academy Procedure Manual

## 8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure
- Via IRT Academy quarterly meetings
- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

## 9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Operations Coordinator
- General Manager

The policy will be reviewed every 2 years by the General Manager IRT Academy.

Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy
- New business activities impacting on this policy
- Changes to internal controls relating to this policy
- Changes to legislative and/or regulatory requirements

## 10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
LL&N	Language Literacy and Numeracy

## 11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
RTO Procedure Manual
Student Handbook
Course Brochures/Flyers
Language Literacy and Numeracy Screen
Enrolment Form
Training Plan (for approved Trainees) Student Contract Diary Note
Assessment Agreement and Progress Report

## 12. REFERENCES – COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards for RTOs 2015
Standard 1
Standard 5

If a business unit's compliance plan makes reference to this policy as a control for a particular compliance risk, the relevant compliance plan should be referred to here.

**Compliance Plan reference:** Not applicable.

## 13. LINKS TO OTHER POLICIES

1.03.038 Student Progress
1.03.806 Student Enrolment and Selection
1.03. Student Welfare (number to be allocated by Corporate Docs Dept.)
1.03.805 Skills and Qualification Recognition