PP86
Language, literacy and numeracy policy and procedure

PURPOSE

Southern Cross Education Institute (SCEI) is committed to ensuring successful student outcomes by only enrolling students who have the capacity to fulfil the requirements to complete the qualification in which they have enrolled. SCEI understands the importance of skills in English Language, Literacy and Numeracy (LLN) and recognises that many adults do not have the LLN skills they need to effectively participate in training and workplace communication.

The purpose of this policy and procedure is to ensure that SCEI trainers and managers can identify LLN skill levels and assist students with LLN skill needs, in order to provide them with as much opportunity as possible to complete their learning and assessment requirements, when attending SCEI courses.

SCOPE

This policy and procedure applies to all SCEI:

- Trainers and assessors
- Managers involved in the development, delivery, assessment and review of training
- Prospective students of SCEI's training courses
- Current students of SCEI's training courses

DEFINITIONS

SCEI	Southern Cross Education Institute
Current student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
Prospective student	A person who is considering attending SCEI but has not yet officially enrolled
SNR 2015	Standards for Nationally Regulated RTOs 2015
AQF	Australian Qualifications Framework

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POLICY

1.   **Southern Cross Education Institute:**

   1.1.   Requires all Domestic prospective students to complete a LLN assessment prior to enrolment.
   1.2.   Advises students of the availability of its support services for those with LLN learning needs.
   1.3.   Ensures trainers and assessors can identify students with LLN needs and can implement appropriate strategies to assist them with their learning.
   1.4.   Ensures that LLN needs are considered during development of training courses and assessment tools.
   1.5.   Provides relevant staff professional development opportunities and publications to ensure continued awareness of and competence with regard to LLN requirements.
   1.6.   Fosters links with professional organisations for the referral of students with LLN problems.
   1.7.   Ensures all marketing materials clearly state that students must gain "successful completion of LLN assessment" as per the course entry requirements.

2.   All trainers will be required to maintain a unit of competency in LLN and ensure that one of the PD sessions attended each year contains information in relation to LLN requirements for RTO's.

3.   Trainers and assessors must ensure that the delivery methodology reflects the use of spoken and written language and use numeracy skills relevant to the everyday workplace tasks or as outlined in the performance criteria of individual units of competency.

4.   When designing learning and assessment tasks, the trainer should be aware of this interlinking of language, literacy and numeracy. However, there will also be situations in which only one of these skills is the focus of the training, e.g. calculation of financial budgets. Although you will find the terms 'language, literacy and numeracy' generally used together in this document they are not interchangeable or always linked.

5.   **Language, Literacy and Numeracy Test**

   5.1.   All domestic students seeking to enrol for study at SCEI are required to complete a Pre-training review (PTR) and Language, Literacy, and Numeracy (LLN) assessment prior to the enrolment in order to achieve the student intended outcomes.
   5.2.   The LLN will be administered by the Business Development Officer (BDO) as part of the pre-training review. The test will be conducted at SCEI premises under SCEI nominated staff supervision. SCEI will conduct the process with honesty and integrity
   5.3.   In line with these requirements, SCEI has implemented the approved testing tool published by the Department of Education and Training and administered by Safe Work Resources VFH LLN Assessment Tool
   5.4.   The LLN assessment may take approximately 30-40 minutes to complete, and a report indicating your achieved ASCF level will be available on completion. As per the VET Student Loan guidelines all Domestic students applying to study at an approved Diploma or an Advanced Diploma level and wanting to access VET Student Loans are assessed as displaying competence at or above Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy.
   5.5.   In addition, all students applying to undertake the HLT54115 Diploma of Nursing regardless of their funding model are required to undertake the LLN test.
   5.6.   In addition, all other Domestic prospective students applying to study at a Certificate I, II, III or IV AQF level will also be subject to Language, Literacy and Numeracy assessment tool (please refer to the table 1 below).
   5.7.   In case where a Student's numeracy result does not meet competence at or above required level outlined in table 1 below students can apply for entry into one of SCEI's English as an Additional Language (EAL) course (please refer to PP02 Assessing student's qualifications, experience and English proficiency).
   5.8.   In the situation where SCEI cannot meet the student's numeracy needs, SCEI will refer the student to an external professional organisation specialising in numeracy for further assistance and will provide the participant with a refund or a credit toward participating in a Southern Cross Education Institute training course at a later date.

TABLE 1: Minimum literacy and numeracy levels	
AQF level	ACER Level
Certificate III level	ACSF level 2 in reading and numeracy
Certificate IV and above	ACSF level 3 in reading and numeracy
Diploma and above	ACSF level 3 in reading and numeracy

6. Needs Identification

6.1. In the situation where a student's LLN result does not meet the specific course LLN requirements (as per SCEI's course entry requirements) and SCEI cannot meet the student's LLN needs, SCEI will refer the participant to an external professional organisation specialising in LLN for further assistance and will provide the student with a refund or a credit toward participating in a Southern Cross Education Institute training course at a later date.

6.2. SCEI will use the results from the LL&N assessment to form a reasonable opinion that a student is, or is not academically suited to undertake the chosen VET qualification for study. There may be occasions where it is suggested that you undertake an alternative qualification based on these results and your career goals.

6.3. For explicit LLN requirements per individual training product please refer the individual course requirements located on www.scei.edu.au

7. Access & Equity

7.1. SCEI does not discriminate against students or potential students who have been identified as having low LLN skills. However, the individual will be referred to an external professional organisation specialising in LLN for further assistance.

7.2. Ultimately it is the choice of the potential student as to whether or not they proceed with the enrolment. In a situation where SCEI has advised against proceeding until LLN skills reach an appropriate level, SCEI will not be obliged to offer the student a refund or a credit toward participating in a training course at a later date.

8. Confidentiality

All information relating to students regarding LLN will be treated as confidential and in accordance with the Southern Cross Education Institute's Privacy Policy.

PROCEDURE

1. **Domestic student applying to study at an approved Diploma or an Advanced Diploma level (VET Student Loan)**

   1.1. Application for admission received by Business Development Officer (BDO)
   1.2. The nominated BDO determines prospective student's eligibility for acceptance according to PP04 Enrolment Process Policy and Procedure and course entry requirements.
      1.2.1. If student application is deemed not eligible, BDO notifies the student in writing (ex; email)
      1.2.2. If student application is deemed eligible, BDO proceeds to step 1.2.3
      1.2.3. Once the test has been completed and assessed, the results of the student's competence in reading and numeracy under this procedure must be reported:
         1.2.3.1. to the student as soon as practicable after the assessment; and
         1.2.3.2. to the Secretary in the form, manner and by the time requested by the Secretary
         1.2.3.3. A copy of your LLN test results will be retained into SCEI Student Management System for at least five (5) years after you enrol and will be made available to the Australian Government on request.

2. **Domestic student applying to study at a Certificate I, II, III or IV level**

   2.1. Application for admission received by Business Development Officer (BDO)
   2.2. The nominated BDO determines prospective student's eligibility for acceptance according to PP04 Enrolment Process Policy and Procedure and course entry requirements.
      2.2.1. If student application is deemed not eligible, BDO notifies the student in writing
      2.2.2. If student application is deemed eligible, BDO proceeds to step 2.2.3
      2.2.3. Once the test has been completed and assessed, the results of the student's competence in reading and numeracy under this procedure must be reported:
      2.2.4. to the student as soon as practicable after the assessment; and
      2.2.5. A copy of your LLN test results will be retained into SCEI Student Management System for at least five (5) years after you enrol and will be made available to the Australian Government on request.

3. **International Student (Nursing)**

   3.1. Application for admission received by BDO
   3.2. The nominated BDO determines prospective student's eligibility for acceptance according to PP04 Enrolment Process Policy and Procedure and course entry requirements.
      3.2.1. If student application is deemed not eligible, BDO notifies the student in writing
      3.2.2. If student application is deemed eligible, BDO proceeds to step 3.2.3
      3.2.3. BDO advises student that they will need to sit the Numeracy test prior commencing Semester 2.
   3.3. Upon issuing Confirmation of Enrolment (CoE), student information is passed on to the Welfare Department for further processing.
   3.4. One week prior to the orientation date, the Welfare office registers the student for the numeracy test following the registration steps.
   3.5. Once the test has been completed and assessed, the results of the student's competence in reading and numeracy under this procedure must be reported:
      3.5.1. to the student as soon as practicable after the assessment; and
      3.5.2. to the Secretary in the form, manner and by the time requested by the Secretary
      3.5.3. A copy of your LLN test results will be retained into SCEI Student Management System for at least five (5) years after you enrol and will be made available to the Australian Government on request.

RELATED DOCUMENTS

- PP04 Enrolment Process Policy and Procedure
- Course entry requirements (www.scei.edu.au)
- Student Handbook (www.scei.edu.au)

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LEGISLATIVE CONTEXT

- Education Services for Overseas Students Act (2000)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, Standard 2
- Standards for Registered Training Organisations (RTOs) 2015, Standard 1.7
- 2022 Standard VET Funding Contract Skills First Program
- Section 81 VET Student Loans Rules
- Section 82 VET Student Loans Rules

RESPONSIBILITIES

The position(s) responsible for implementing and ensuring compliance with this policy and procedure are:
- Training Coordinator(s)
- Business Development Manager
- Welfare Officer
- Administration Officer

The position(s) or groups who should be aware of this policy and procedure are:
- Business development officers
- Student welfare department
- Student Administration

Author	Compliance Manager
Approved by	Chief Executive Officer
Effective date	27 August 2014
Reviewed	27 September 2016; 9 January 2017; 24 January 2019; 27 May 2021; December 2021
Version	V2.4; V2.5; V2.6
Review date due	January 2021; May 2023; December 2023