

LANGUAGE, LITERACY AND NUMERACY POLICY

ACRONYMS AND ABBREVIATIONS

- Evolution Evolution Hospitality Institute
- ASQA Australian Skills Quality Authority
- RTO Registered Training Organisations
- VET Vocational Education and Training
- ESOS Act Education Services for Overseas Students Act 2000
- LLN Language, Literacy and Numeracy

SCOPE

This policy is to:

- sets out a guideline on how Evolution identify and support students with LLN skill needs;
- ensures that students have sufficient LLN skills to undertake the program at Evolution;
- applied to all students (not short courses students);
- applied to all EHI stakeholders;
- Evolution reserves the right to change this policy at any time;
- This policy can be found on the Evolution website.

The Chief Executive Officer (CEO) is responsible for the implementation of this policy and to ensure that staff and students are aware of its application and that staff implement its requirements.

POLICY

- Language, literacy and numeracy skills are generally included and identified in all course programs.
- The LLN level is assessed during the Orientation Session or after students agree to commence their course(s) with Evolution.
- LLN Support is available to provide students with advice and support services in the provision of language, literacy and numeracy services.
- If students begin their courses and think they may need assistance in LLN skills, they can, including but not limited to:
 - speak to their trainers. Trainers have a background in language learning and teaching and are able to offer students case by case support.
 - have a revised training plan to allow for their individual requirements.
 - have a reasonable adjustment to the assessments:
 - Writing material in plain English;
 - Providing audio-recorded material for students who cannot read;
 - Reading aloud written material to students;
- Students who required extra LLN support are encouraged to refer to a professional organisation specialising in LLN for further assistance, such as:
 - calling the Reading Writing Hotline: 1300 6555 06, or
 - accessing the website <http://readingwritinghotline.edu.au/>