

1. CONTEXT

Ai Group Training Services RTO ID 3541, as a Registered Training Organisation, must comply with the following NVR Standards for Registered Training Organisations 2015; 1.7 and 5.1, and is committed to ensuring that:

- student gaps in language, literacy and numeracy skills are identified prior to enrolment;
- support mechanisms or alternative options are in place to offer to students with language, literacy and numeracy gaps to better manage the requirements of their course.

2. SCOPE

This policy applies to all Ai Group Training Services prospective and existing students, clients, staff, employers and host workplaces.

3. DEFINITIONS

ACSF	Australian Core Skills Framework
AiGTS	Ai Group Training Services
LLN	Language, Literacy and Numeracy

4. STATEMENT OF POLICY

4.1 Needs identification

- 4.1.1 Ai Group Training Services recognises that students come with a vast range of skills, experiences, motivations and capacity to deal with the challenges required when commencing training. With this view, Ai Group Training Services will ensure that students are supported through their training in all aspects of LLN. Ai Group Training Services will not discriminate against students who are identified as requiring LLN support.
- 4.1.2 LLN needs may be identified through the student's self-assessment through the Pre- Training Review, during orientation, or at any other time during the student's progress through the course. Ai Group Training Services will endeavour to establish student LLN needs prior to course commencement, however where a student's LLN needs are not evident until after the course has commenced, Ai Group Training Services will analyse the needs and provide a strategy for support.
- 4.1.3 Where a specific level of LLN is required as a pre-requisite for a course, Ai Group Training Services will not allow the student enrolment into that course until the required LLN level is achieved.
- 4.1.4 Ai Group Training Services will ensure that LLN requirements of course and units are integrated into learning and assessment resources. Accordingly, AiGTS will embed LLN principles within its delivery, learning and assessment tools based on Foundation or Employability Skills as described in the relevant Training Package.
- 4.1.5 Ai Group Training Services will utilise a range of LLN assessments aligned with relevant AQF level to identify LLN gaps, including the ACSF as a reference to assess current LLN levels.
- 4.1.6 Students seeking to undertake VET courses will have their LLN assessed through the successful completion of the Pre-Training Review and the relevant industry specific ACSF LLN assessment

4.1.7 Students seeking to undertake an accredited short course will have their LLN assessed through the successful completion of the Enrolment Form.

4.2 Responsibility

4.2.1 Ai Group Training Services will develop or source an appropriate LLN assessment according to the ACSF.

4.2.2 Where the student has failed the Numeracy component of the LLN assessment on the first attempt, the student MUST be given the option to use a calculator to assist them to re-attempt the Numeracy questions.

4.2.3 Administrative staff must ensure that LLN assessment tools relevant to the course being applied for are offered to all new VET students during the Pre-Training Review.

4.2.4 Trainers/assessors are responsible for identifying and reporting LLN needs of students during their training and providing support in implementing LLN strategies as required.

4.2.5 Ai Group Training Services will make every effort to make any necessary adjustments to cater for identified LLN needs of students, if a student's LLN needs exceed the capacity of Ai Group Training Services, they will be referred to the appropriate external support service for assistance.

5. POLICY ADVISOR

- Senior RTO Compliance Officer