

POLICY – Language, Literacy and Numeracy

Requirement	
<p>YouStudy is committed to ensuring accessibility to all perspective students for the training courses we provide and recognises that at times language, literacy and numeracy requirements for the qualification may restrict a person from achieving the competencies required for particular courses or programs. We will make every effort to assess a perspective student's ability to carry out all the learning tasks and required assessments to the required standard before enrolment.</p> <p>Where possible, the learning activities/assessments may be modified to compensate for those with literacy or numeracy skill needs.</p>	
Enrolment Process	
<p>The College considers that staff have responsibilities to provide training support for students by offering the following during the course enrolment process:</p> <ul style="list-style-type: none"> • trainer support including a course induction • Identification of special needs assistance, including Language, Literacy and Numeracy • one on one tutoring 	<p>CEO</p> <p>Administration</p> <p>Trainers/assessors</p>
Reasonable Adjustment	
<p>From time to time, teachers will need to use a range of learning activities and assessment tools that are adjusted for the particular needs of a student. The College will ensure that it meet its equity obligations and expects training staff to understand these principles. To be flexible and fair, this may require accommodating a disability or language, literacy or numeracy issues. If unsure of the requirements of a unit of competency, Trainers should talk with the CEO. YouStudy offers student support and teachers should make use of this support if necessary.</p>	<p>CEO</p> <p>Administration</p> <p>Trainers/assessors</p>
Related policies	
<ul style="list-style-type: none"> • Enrolment • LLN Assessment 	
Related procedures	
<ul style="list-style-type: none"> • Enrolment • Course Induction • Pre-Training Assessment 	
Related documents	
<ul style="list-style-type: none"> • Enrolment Form • ACSF Indicators • Student Monitoring and Evaluation Checklist • Student Handbook • Web Site Pages 	



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| <ul style="list-style-type: none">• Pre Training Checklist• Learner Support Student Requirements | |
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