



## Core Skills and LLN Support Policy

(Aligned to RTO Standards 2025)

### 1. Purpose of the Policy

The purpose of this policy is to ensure:

- Students have the necessary **language, literacy, and numeracy (LLN) skills** to successfully complete their VET courses.
- LLN support is identified early, and reasonable adjustments are made to facilitate learning.
- Assessment of LLN is conducted using reliable tools, such as the **Core Skills Profile for Adults (CSPA)**, or equivalent.
- Compliance with **RTO Standards 2025, ESOS Act 2000, and National Code 2018**.

### 2. Scope

This policy applies to:

- All students enrolling in accredited VET courses.
- Trainers, assessors, and student support staff responsible for LLN support.
- Both domestic and overseas students.

### 3. Definitions

Term	Definition
LLN (Language, Literacy, Numeracy)	The ability to understand, communicate, and work with written, spoken, and numerical information in a vocational context.
CSPA (Core Skills Profile for Adults)	A diagnostic tool to assess adult learners' LLN skills in vocational contexts.
Reasonable Adjustment	Modifications made to teaching, learning, and assessment to support learners without compromising competency standards.
RPL	Recognition of Prior Learning, which may include assessment of LLN competence for eligibility.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.

### 4. Policy Statement

#### 1. LLN Assessment:

- All students will undertake an **initial LLN assessment** during pre-enrolment or orientation using **CSPA** or an equivalent validated tool.
- Assessment results will inform **support strategies**, adjustments, or course entry advice.

#### 2. Support Provision:

- Students identified with LLN needs will be offered **appropriate support**, which may include:
  - LLN workshops or tutorials
  - Individual coaching or mentoring
  - Modified resources or assessment formats
- Support must not compromise the **competency requirements** of the training product.

#### 3. Documentation and Confidentiality:

- LLN assessment results and support plans will be recorded in the **student management system**

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**(SMS).**

- Records will be kept **securely and confidentially**, in compliance with privacy laws.

**4. CRICOS / ESOS Compliance:**

- LLN assessment must be conducted **before enrolment** for overseas students to ensure they can meet course requirements.
- Course entry decisions must comply with **National Code Standard 2**, ensuring students can succeed in their program.

**5. Training Staff:**

- Trainers and assessors will be trained to identify LLN barriers and implement **reasonable adjustments**.
- Staff are responsible for monitoring LLN support effectiveness throughout the course.

**5. Procedure**

**5.1 Pre-Enrolment LLN Screening**

- Administer **CSPA** or equivalent assessment.
- Evaluate results against **course LLN requirements**.
- Provide guidance on suitability and required support.

**5.2 Developing LLN Support Plan**

- For students requiring support:
  - Identify areas needing improvement (reading, writing, numeracy, digital literacy).
  - Assign strategies such as tutorials, additional learning materials, or assessment modifications.
  - Record plan in the **SMS** and monitor progress.

**5.3 Integration with Training**

- Trainers apply **reasonable adjustments** during teaching and assessment.
- LLN support is **ongoing** and reviewed regularly.

**5.4 Monitoring and Review**

- LLN progress is monitored via:
  - Assessment results
  - Trainer feedback
  - Student self-reporting
- Adjustments are updated if students continue to experience difficulties.

**5.5 Record Keeping**

- Store CSPA assessment results, LLN support plans, and outcomes securely in the SMS.
- Retain records for **at least 30 years** (ASQA recommendation).

**5.6 Appeals**

- Students may appeal LLN support decisions or adjustments via the **RTO's Complaints & Appeals Policy**.

**6. Roles and Responsibilities**

Role	Responsibility
<b>CEO</b>	Approve LLN policy and ensure compliance with Standards, ESOS, and National Code.
<b>Student Services</b>	Administer CSPA assessments, develop support plans, monitor student progress.
<b>Trainers / Assessors</b>	Implement reasonable adjustments, provide ongoing support, and provide feedback.
<b>Students</b>	Participate in assessments, attend support sessions, and communicate learning needs.

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## 7. Compliance and Governance

- **Standards for RTOs 2025.**
- **National Code 2018, Standard 2:** Ensure students meet entry requirements and have adequate support to succeed.
- **ESOS Act 2000:** Ensure overseas students are informed and supported.

## 8. Review and Continuous Improvement

- LLN support policy and procedures are reviewed annually.
- Feedback from trainers and students informs improvements.
- Internal audits evaluate the effectiveness of LLN strategies.

## 9. Related Documents

- Student Handbook
- RPL & Credit Transfer Policy
- Complaints and Appeals Policy
- CSPA Assessment Guidelines
- Student Support and Welfare Policy

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## Development & Approval Information

<b>Policy Author:</b>	Student Support Officer
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