

# Melbourne Metropolitan College & Langford English College

## MMC PPI18 Language, Literacy, and Numeracy, Policy Procedure

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## 1. Table of Reference

Distribution	All staff and students
Related Entities	Active Transition Training Pty Ltd trading as: <ul style="list-style-type: none"> <li>● Melbourne Metropolitan College</li> </ul>
Related Documents	<ul style="list-style-type: none"> <li>● PPI23 Students Complaints and Appeals Policy and Procedure</li> <li>● Student Handbook – International</li> <li>● Letter of Offer and Course Application (LOO)</li> <li>● Confirmation of Enrolment letter (CoE)</li> <li>● LLN Robot (online app)</li> <li>● Entry Requirement Policy and Procedure LLN Test (online)</li> <li>● LLN Written Test</li> </ul>
Statutory References	<ul style="list-style-type: none"> <li>● National Vocational Education and Training Regulator Act 2011</li> <li>● Standards for RTO's 2015</li> <li>● National Code of Practice 2018 Standard 2 and 3</li> <li>● ESOS Act 2000</li> </ul>
Legislative context	<ul style="list-style-type: none"> <li>● Commonwealth Human Rights and Equal Opportunity Commission Act 1986</li> <li>● Commonwealth Disability Discrimination Act 1992</li> <li>● Commonwealth Disability Standards for Education 2005</li> <li>● Victorian Equal Opportunity Act 1995</li> </ul>

## 2. Policy

Melbourne Metropolitan College will ensure that students are supported in their Language, Literacy, and Numeracy (LLN) needs throughout their training from having identified issues prior and providing development opportunities for improvements.

## 3. Purpose

This policy enables the academic staff members to identify any gaps in skills and to offer additional support with language, literacy or numeracy to assist students to better manage the requirements of their course(s)

## 4. Scope

This policy applies to all the prospective international students of Melbourne Metropolitan College.

## 5. Definitions

LLN: Language, Literacy, and Numeracy

Language: Means the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way, including any nonverbal method of expression or communication such as a language of gesture and facial expression.

Literacy: Mean the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, story-telling, visual arts, media and drama, as well as talking, listening, viewing, reading and writing.

Numeracy: Numeracy involves using some mathematics and to achieve some purpose using the numbers in a context.

## 6. Implementation

- a. Melbourne Metropolitan College recognises that students come with a vast range of skills, experiences, motivations and capacity to deal with the challenges required when commencing training.
- b. With this view, Melbourne Metropolitan College will ensure that students are supported throughout the completion of their training in all aspects of Language, Literacy, and Numeracy. Melbourne Metropolitan College will not discriminate against students who are identified to need LLN assistance.

- c. At Melbourne Metropolitan College, LLN needs will be identified in pre-enrolment assessment of the student, either before or during student orientation. Melbourne Metropolitan College will endeavor to establish Students LLN information prior to course commencement. However, should a Student's LLN need not be identified until the course has commenced, Melbourne Metropolitan College will analyse these needs and provide a strategy for assistance.
- d. During the course study, the LLN needs can also be recommended by Trainer/Assessors. These needs will be addressed through classroom learning and assessment activities over the duration of the program.
- e. While assessing the requirement of the student, if the need be, Melbourne Metropolitan College may refer students to appropriate levels of English language programs at Langford English College depending on the specific needs/requirements of the student.
- f. In developing training and learning materials, Melbourne Metropolitan College will ensure that respective LLN requirements of specific units of competency or training packages are integrated into learning and assessment materials. Accordingly, Melbourne Metropolitan College will embed LLN principles within its delivery and learning and assessment tasks based on the specific Employability Skills and training package requirements.
- g. Melbourne Metropolitan College will ensure that the training staff members have the required knowledge and skills to manage LLN issues as they arise; and engage in professional development activities within the LLN domain.
- h. Melbourne Metropolitan College will ensure that the training staff members implement appropriate strategies to assist the students who need LLN assistance with their learning and maintain fairness, confidentiality, and equality in dealing with them.
- i. Melbourne Metropolitan College will use a range of LLN assessment tools to determine the required LLN assistance prior to and after enrolment, including the Australian Core Skills Framework (ACSF) as a reference to assess current LLN skill levels.

## 7. Conditions & Procedures

- a. LLN test is a COMPULSORY requirement at Melbourne Metropolitan College.
  - b. LLN test is to be administered to EVERY VET STUDENTS who is enrolling for a Vocational Qualification at Melbourne Metropolitan College.
  - c. The LLN test will be used for determining a student's Language, Literacy and Numeracy skills.
  - d. The LLN Test has to be fully attempted by each VET student. If the student misses any part/skills assessment, then he/she will be asked to undertake this again.
  - e. If the student is enrolling for a packaged program, then the first AQF level qualification LLN Test should be administered to the student.
  - f. This requirement enables MMC to identify if the student needs any LLN support to successfully complete the selected VET course at Melbourne Metropolitan College.
  - g. The LLN Test can be taken prior to the Orientation Day or will have to be taken on Orientation Day.
  - h. The onshore student will be advised to take the test prior to issuing a letter of offer. In case this is not possible then the LLN test will be administered on the day of the orientation.
  - i. If the student is offshore, then the student will be administered the LLN Test on the Orientation Day.
  - j. If the student still does not satisfy the required level in Learning and Numeracy skills, then the student will be provided additional support in the skills gap.
  - k. The following levels will need to be met depending on the course entry level required by the AQF:

- i. LLN Assessment Cert II for: Certificate II in Workplace Skills (for AQF Level 2 courses).
  - ii. LLN Assessment Cert III and Cert IV for: Certificate III in Business and Certificate IV in Marketing and Communications (for AQF Level 3 and 4 courses).
  - iii. LLN Assessment Diploma, Advanced Diploma and Graduate Diploma for: all other VET courses relevant to AQF Level 5, 6 and 8.
- I. Melbourne Metropolitan College is transferring the use of online and written LLN testing to the use of the app “LLN Robot”.
  - i. This app will enable students to access via a link provided, assess their current LLN competency, and provide a basic profile with LLN training supplement recommendations.
  - ii. The LLN Robot also identifies the ACSF of courses to align the AQF levels and student’s LLN requirements to provide quality training and assessing outcomes for Melbourne Metropolitan College and students alike.

## 8. Responsibility

The admission staff members must ensure that LLN assessment, relevant to the courses/qualifications being undertaken and is offered to all new students prior to their commencement.

The training staff members (e.g. trainers/assessors) are responsible for identifying and reporting LLN needs of the students during their training and providing support in implementing LLN strategies where needed.

The Training Compliance Officer/Training Manager/Student Support Officer/RTO Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The CEO has overall responsibility for the implementation and review of this policy.

## 9. Version Revisions

12 months from the date of this version, or as required.

## 10. Review Date

Version Number	Date	Reason for change	Prepared By	Approved By
V.3	2/06/2024	Updated and improved	RTO Manager (SC)	CEO (HH)