



Version 190531

POLICY AND PROCEDURE VET- Assessment of Language Literacy and Numeracy skills

Purpose

Assessment of every enrolling student's English language, literacy and numeracy skills is vital. Policy and procedure to make such assessment effective allows Stott's Colleges to ensure each student is capable of receiving the full benefit of provided training and that, as far as is possible, the delivery of training is tailored to students' individual needs.

Scope

This policy applies to students undertaking VET courses at Acknowledge Education Pty Ltd (AE), trading as Acknowledge Creativity, Front Cooking School, Melbourne Language Centre, and Stott's College.

Policy

Assessment of English skills, literacy and numeracy skills must be conducted as part of every VET course applicant's pre-training skills review.

1. Every international applicant must evidence proficiency with the English language by provision of an IELTS score or equivalent or demonstrated studies at an Australian tertiary institution that requires an IELTS 5.5 or above.
2. Every domestic applicant must provide evidence of prior education which indicates the level of English language, literary and numerary skills the applicant possesses.
3. AE will develop strategies to assist student's learning outcomes.
4. Once a student's enrolment is accepted, educators must ensure training is delivered according to any specific needs identified in the pre-training review. Educators must also monitor students' progress to proactively identify and overcome any problems.

Procedure

Procedure for International Applicants

Assessing English skills

In addition to providing a self-assessment of his or her English skills on the Application for Enrolment, the applicant must provide either a copy of his or her IELTS or equivalent test report or



demonstrated past studies at an Australian tertiary institution. The applicant's IELTS score must be at least 5.5 (or equivalent) in order to be admitted to the course or demonstrated studies at an Australian tertiary institution that requires an IELTS 5.5.

Assessing literacy and numeracy skills

Where the applicant satisfies Stott's English proficiency requirements, an assessment of the applicant's literacy and numeracy skills will be made on the basis of the information regarding prior education or training. This information must be supported by satisfactory evidence.

AE also requires all commencing students to undertake an LLN test at or before orientation to identify any gaps in the student's LLN capabilities. A range of options are available to students, if issues are identified.

Steps

1. Student complete LLN assessment at orientation
2. Student results assessed and entered into RTO Manager;
3. No further action taken if results are satisfactory
4. If low level assistance is required, the trainer is notified
5. If additional assistance is required, the student is referred to the Academic Support Officer;
6. The Academic Support Officer will implement a support strategy:
 - a. Regular meetings with the Academic Support Officer
 - b. Attendance of additional ELICOS support classes
 - c. Other strategies
7. The Academic Support Officer records the intervention on RTOManager;
8. The Students progress is monitor

These include:

1. Notifying the student's trainer to provide additional support to the student
2. Referring the student to Academic Support for additional assistance
3. Placing the student in additional English Language Support classes provided by Melbourne Language Centre

Procedure for Domestic Applicants

Pre-training Review

(1) All VET students are required to complete a Pre-training Review. The review allows AE to identify any competencies that an applicant has previously acquired in order to assess and better address the applicant's individual learning requirements.

(2) subject to (3) VET Students are required to undertake an LLN test. Student's partaking in Certificate III and IV level qualifications complete an AE LLN Test.

Students partaking in a Diploma or Advanced Diploma level qualification that are eligible for VET Study Loans are required to sit an ACER LLN test.

(3) Students that have evidence of the follow are exempt from the LLN test:

1. Provide an Australian Senior Secondary Certificate of Education (year 12 certificate);
or
2. Provide a certificate of a qualification at level 4 or above in the Australian Qualification Framework.



an approved English language program before commencing the course.

(4) Where the applicant’s skills are determined to be insufficient for the proposed course but are sufficient for a lower level course, staff should discuss enrolment into the lower level course with the student if appropriate.

On commencement of studies

Training must be delivered according to needs identified in the pre-training review
Any information gathered during the pre-training review which may affect the delivery of training must be provided to the educator prior to commencement of training either by the pre-filling of a student-specific training plan or other written communication.

All educators must ensure training plans, learning strategies and learning materials are planned and delivered with regard to the needs of the students composing their classes. The individual language, literacy and numeracy skills identified through the enrolment procedure and pre-training review must be taken into account to ensure every student receives the full benefit of the delivered training.

Every student’s progress must be monitored

Educators must monitor the progress of every student through observation and reference to the standard of submitted course work and assessments. Educators must be proactive in identifying issues and, where possible, should alter training plans, learning strategies and learning materials to meet students’ needs and overcome problems as early as possible.

Document approval

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Document change and review log

Date	By	Notes
15/05/2012	RF	Created – replaces and incorporates old ‘Procedures for Assessing English’
16/05/2013	RF	Updated to add written test
05/05/2013	ML	Revised to include updated IELTS req. Pre-training review and LLN test
15/12/16	BS	Reviewed
01/03/2017	BS	Minor change in assessing applicants’ skills
181113	BS	Inclusion of Aus. Quals as equivalence for IELTS
190531	BS	Additional steps for International Students