

1. Context

FCIA Training Academy (RTO#), as a Registered Training Organisation, must comply with the following NVR Standards for *Registered Training Organisations 2015 v2.2 October 2019*; *Standard 1 clause 1.7 and standard 5 clause 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 staff of FCIA Training Academy, students, employers and trainers/assessors.

3. Definitions

ACSF	Australian Core Skills Framework
FCIATA	FCIA Training Academy
LLN	Language, Literacy and Numeracy

4. Statement of Policy

4.1 Needs Identification

- 4.1.1 FCIATA 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, FCIATA will ensure that students are supported through their training in all aspects of LLN. FCIATA 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 general discussion or at any other time during the student's progress through the course. FCIATA 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, FCIATA 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, FCIATA will not allow the student enrolment into that course until the required LLN level is achieved.
- 4.1.4 FCIATA will ensure that LLN requirements of course and units are integrated into learning and assessment resources. Accordingly, FCIATA 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 FCIATA 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.

4.2 Responsibility

4.2.1 FCIATA will develop or source an appropriate LLN assessment according to the ACSF.

4.2.2 FCIATA must ensure that the LLN assessment tool is relevant to the course being applied for are offered to all new VET students.

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 FCIATA 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 FCIATA, they will be referred to the appropriate external support service for assistance.

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