

LANGUAGE, LITERACY AND NUMERACY PROCEDURE

Language, literacy and numeracy (LL&N) skills cannot be taken as “demonstrated” just because the student participates in work or completes an application form.

LL&N skills may underpin many tasks but will not necessarily reflect a student’s ability. Therefore it is essential that where possible, a pre-course LL&N assessment task is undertaken by the candidate to ensure they are able to demonstrate the necessary skills and knowledge required to successfully complete their course of study.

Difficulties with LL&N that prevent successful completion of the course may be identified at different stages:

1. At enrolment through checking the applicant’s LL&N skills.
2. At enrolment through student self-identification: students enrolling in the course are requested to specify if they need assistance with LL&N on the enrolment form.
3. During the course through identification of need by the student, the trainer or the assessor.

In the event, a student has been identified with some learning difficulty, Student Support should be alerted and a judgement made as to whether Contour College is capable of assisting the student, or further external support is required.

A student may have a support person on occasions when pre-arranged and structured through consultation with Student Support.

In instances where the degree of LL&N difficulty is beyond the scope of the course, they will be referred to an outside organisation that is able to provide training in language, literacy and/or numeracy. In this instance, any fees for language, literacy and/or numeracy training will be required to be paid by the student directly to the organisation providing the training.

Resources

- ✓ The Australian Council for Adult Literacy (www.acal.edu.au)
- ✓ NSW Adult Literacy and Numeracy Council (www.nswalnc.org.au/)
- ✓ Literacy Net (www.education.gov.au/literacy-net)
- ✓ Reading Writing Hotline (readingwritinghotline.edu.au/)