Captain Cook Institute Pty Ltd trading as
George Brown College
Level 4, 56-58, York Street, Sydney NSW 2000
+612 9279 4949

# Language Literacy and Numeracy (LLN) Policy

## Purpose

Best practice is about ensuring that students are enrolled into the correct course with appropriate support by your RTO. If you need guidance with enrolling or you are unsure about your course choice let George Brown College student services know so you can be assisted.

Please note that for all prospective students, students must also meet course specific entry requirements and suitability assessments.

## Enrollment of International Students

For entry into GBC vocational courses, International students with English as a second language, students must be able to demonstrate the required English proficiency for their qualification. Entry to Certificate II and III courses require an Intermediate level attained from an English language proficiency test (IELTS 4-5, TOEFL 32-45, PTE 38-42). Entry to Certificate IV and above courses require an Upper Intermediate Level For exceptions and details please refer to our English requirement policy on our website.

In addition, VET students should be 18 years or over at the time of enrolment. As part of their Application for Enrolment.
LLN test will be conducted during the orientation, and if the student doesn't attend to the orientation, during the first day of class.

Because we put other filters during the enrolment, the purpose of this test is to understand more about the individual student learning needs.

LLN test as part of their Orientation will provide GBC with the demonstrated evidence in person that they will have the language, literacy and numeracy skills needed for their course

If the student can't complete at least 3/5 of these questions right, an interview with the students' advisor must be schedule to review whether to continue with the enrolment. During this interview the advisor will explain the student the LLN requirements of the course (the complexity of texts to be read and produced, oral exchanges, and the calculations required). If there is a fair chance for the student to successfully complete the course, the advisor with a course trainer will establish an Individual support plan and a regime of periodical meetings will be created to monitor students progress.

If the student obtain a score 3/5 or 4/5, the designated trainer will establish an individual support plan for the students, listing the extra support to be provided in the areas the student demonstrates weaknesses.
In developing training and learning materials, GBC will ensure that respective LLN requirements of specific units of competency or training packages are integrated into learning and assessment materials. Accordingly, GBC will embed LLN principles within its delivery and learning and assessment tasks based on the specific Employability Skills and training package requirements.

Students with insufficient English proficiency are required to undertake additional English studies prior to commencing in VET programs. Students that undertake additional English studies will be monitored and assessed for their suitability to continue in the nominated VET program.

If the student obtain a score 5/5, no actions are required

## Special Assistance – Individual Learning Plans

GBC request that students notify GBC of any special assistance they may require in relation to language, literacy and numeracy. This will result in the trainer or student services member completing an Individual Learning Plan for that student.

Applicants requiring accommodation of a disability or temporary medical condition will be assessed under the GBC Assessment Policy. GBC will check if the applicant has identified that they have any additional support needs.

The Trainer / Assessor or Student Services team member will complete an Individual Learning Plan for the students that have been identified that they need assistance in one or more of the areas of:

| | | |
|---|---|---|
| • Learning<br>• Reading | • Writing<br>• Oral Communication | • Numeracy |

Source: GBC Individual Learning Plan template

Once any special needs have been identified, the GBC Trainer and Assessor will identify any actions or strategies to be implemented to address the identified needs for the student, including any adjustments required to the learning program, delivery strategy or materials and it will be recorded in an Individual Learning Plan and recorded on the student's file.

***Variations***
*GBC reserves the right to vary, replace or terminate this policy from time to time.*

| | |
|---|---|
| Document name | Language Literacy and Numeracy Policy V.2 17.5.2018 |
| Document owner | General Manager |
| Document approver | General Manager |

**This policy / procedure is to be reviewed a minimum of twelve (12) months from this date.**

**Disclaimer:**
**A printed copy of this document may not be the most recent version. Please check X:\GBC Central for current version**