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Language Literacy Numeracy Digital (LLND) Policy

Name:	**Language Literacy Numeracy Digital (LLND) Policy**
Approved by:	PEO
Date Approved:	7 August 2025
Implementation Owner	General Manager – George Brown College
Maintenance Owner	General Manager – George Brown College
Review Date	8 August 2026

Purpose

Best practice is about ensuring that students are enrolled into the correct course with appropriate support by George Brown College (GBC). If you need guidance with enrolling, or you are unsure about your course choice, let George Brown College Student Services Team 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

All students are required to undertake a Language, Literacy, Numeracy, and Digital (LLND) test as part of their Orientation. This will provide GBC with the demonstrated evidence in person that they will have the language, literacy, numeracy and digital skills needed for their course. If the student cannot complete at least 3/5 of these LLN questions correctly, an interview with the student's advisor must be scheduled to review whether the student is able to continue with the enrolment. During this interview the advisor will explain to the student the LLND requirements of the course (the complexity of texts to be read and produced, oral exchanges, and the calculations required).

The student may be allowed a 2nd chance to re-sit a second set of LLN, provided the assessor understands that the student is capable of scoring more than 3/5. If the student still obtains a score of 3/5 or 4/5 in the 2nd attempt, and if there is a fair chance for the student to successfully complete the course, the advisor with a course trainer will establish an individual Learning Plan, and a regime of periodical meetings will be created to monitor the student's progress.

Students with insufficient English proficiency are required to undertake additional English studies prior to commencing in VET programs. Students who undertake additional English studies will be monitored and assessed for their suitability to continue in the nominated VET program.
If the student obtains a score of 4.5/5 or 5/5, no actions are required.

The Digital Literacy Test is not scored. It is tested to ensure that students have the prior basic digital skill and knowledge to undertake the course and complete the course satisfactorily. The students are expected to answer at least 10 out of 13 questions correctly though.

Special Assistance – Individual Learning Plans

GBC requests that students notify GBC of any special assistance they may require in relation to language, numeracy, and digital literacy. 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	Writing	Numeracy
Reading	Oral Communication	Digital

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.

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

Disclaimer:
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Change History

Version	Approval date	Review by	Approved by	Change
V.3	11 November 2019	General Manager	PEO	Development of policy
V.4	09 May 2023	General Manager	PEO	Changes made
V.5	18 November 2024	General Manager	PEO	Change of Address
V.6	7 August 2025	General Manager	PEO	New standards update