![HITsa Training and Employment RTO Code 40200 logo]

Policy Name:	LANGUAGE, LITERACY AND NUMERACY
Policy No.	SP4.0
Issued:	20 March 2023
Reviewed:	

Purpose

HITsa has processes and networks with service providers to support the learning of its learners in the areas of language, literacy and numeracy.

Policy

HITsa will recognize and support each and every learner as an individual to offer the best opportunity for their success, including assistance with language, literacy and numeracy (LLN).

Areas Affected

All existing and prospective learners of accredited and non-accredited courses

General

Each student will receive reasonable opportunity to successfully complete their course.
Assessment of the student's ability in LLN is the first step to achieving this objective, allowing any individual support needs to be recognized at the earliest opportunity. Modifications to training delivery and/or assessments are also possible.

Language – involves the use of words in a structured and conventional way, in either written or spoken form, to communicate meaning.
Literacy – is the ability to use and adjust language effectively, in a social context, to achieve specific purposes. Literacy involves the application of skills such as the ability to explain, debate, retrieve information, explore issues, entertain, create and express opinions
Numeracy – involves the practical application of mathematical skills to use and critically evaluate information in numerical, spatial or graphical form. Numeracy may also involve literacy, for example, when extracting mathematical information from written text.

Government Funded Training, including qualifications

Learners are required to complete an upfront assessment of need to determine the learner's
- Eligibility for subsidised training (review of identity and residence, citizenship, school enrolment, JobSeeker status and presence of apprenticeship or traineeship contract
- Entitlement to undertake subsidized training by reviewing current qualifications and concessions
- Up Front Assessment of Need to determine suitability, support needs and literacy and numeracy capabilities. Includes the completion of SRNI (Snapshot of Reading & Numeracy Indicator)

https://providers.skills.sa.gov.au/upfront-assessment-of-need#:~:text=What%20is%20UAN%3F,undertaken%20before%20they%20commence%20training.

Once the LLN assessment has been completed and a learner's capacity is identified as being lower than the specified requirements for the course, HITsa will provide information and advice about alternative program choices and/or referrals. Alternatively, LLN assistance may be offered.

Short Courses

Learners completing short courses are required to complete an enrolment form and a paper based LLN indicator prior to commencement of training.

Response to Assessment

Upon review of learner results from this testing, if support needs go beyond what can be met with reasonable adjustment during the training and assessment process, HITsa will direct participants to a literacy specialist for additional support such as the Commonwealth Government support service The Reading Writing Hotline – 1300 655 506, www.readingwritinghotline.edu.au

For those who can meet minimum standards but results indicate that additional support is worthwhile, HITsa will consider

- Adjusting the learner's training plan to provide additional time to complete assessment tasks
- Meeting with the student to discuss strategies to improve the student's skill
- Engage an LLN specialist to support the learner and trainer in class

Literacy Support Service

HITsa has a Literacy Support Service (LSS) Service Agreements with SYC and Tauondi. Eligible learners referred to this service will continue their learning at HITsa. HITsa and SYC will collaborate on the provision of individual support needs for the learner.

Professional Development

HITsa is committed to supporting all trainers to maintain their skills and knowledge of LLN.

Record Keeping for LLN

Staff and trainers are required to document LLN concerns, actions or conversations to be filed on the learner's record.

Confidentiality

LLN assessments and associated record keeping are considered sensitive information and must be managed in line with HITsa's privacy policy.

END

Date	Version	Amendment(s)
20.03.23		Original Document – Replaces HITP0043/6
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Language Literacy and Numeracy