

Pre-Training review & LLN Assessment Policy & Procedure

Purpose

Insight Academy recognizes the importance of basic language, literacy, and numeracy (LLN) skills for students in being able to participate actively and effectively in any course of study. Thus, with the Pre-training Review & LLN Assessment policy and procedure, IA responsibly recruits international students, ensuring they are appropriately qualified for the course they are seeking to complete. Improving basic skills will assist in breaking down barriers for students in communicating with their trainers, peers and in the workplace. This Policy and Procedure reflects the expectations and responsibilities of staff and the students and provides guidance to the institute on its implementation & monitoring. It also sets out the framework for integration of LLN skill development strategies.

Scope

This policy and its procedure are specifically focused on pre-training review as well as the review of the LLN skills and applies to all students including potential students enrolled or seeking to enrol in a VET course of study with the Insight Academy. This is communicated to students at the time of course enquiry, course application &/or enrolment stage, pre-orientation and information relating to this policy forms part of the Student Handbook.

It also applies to admissions, student support as well as academic team at Insight Academy. The Insight Academy team has been trained and provided resources to make judgements based on the spiky profile results of the LLN tests.

This policy exists in conjunction with other admission & enrolment policies and procedures.

Policy

This policy and procedure support RTO 2015 Standards and the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018' and ensures that all participants enrolled in any vocational training course(s) at Insight Academy are given the opportunity to learn based on their individual competencies identified through pre-training review and LLN assessment. It also ensures Insight Academy admissions & enrolment personnel as well as trainers & assessors can identify Language Literacy & Numeracy (LLN) skill levels and assist students with their LLN skill development needs, in order to provide them with assistance to complete their learning and assessment requirements, when attending the Insight Academy course(s).

Insight Academy ensures overseas students have sufficient English language proficiency, educational qualifications and/or work experience to enrol in the course they seek to study. However, it also

recognises that not all individuals have the same skills-set in reading, writing, oral communication, and numeracy. Thus, Insight Academy will ensure that all participants enrolled in the vocational training courses are given the opportunity to learn based on their individual competencies in LLN identified by the pre-training review and LLN assessment.

Procedure

Insight Academy uses LLN Robot platform for the assessment. All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner's ACSF spiky profile to the profile of the course enrolled into. The outcome will help the trainers and support team to identify the learning needs and make provisions for additional academic support where required.

If an applicant has been assessed as suitable to commence in the course of study 'with support', then the following learning support will be made available.

Educational and support services (including LLN strategies) may include, but are not limited to:

- study support and study skills programs
- bilingual staff support where practicable
- LLN Support - Help with oral and written English expression, reading comprehension and listening is available on an individual basis or as a part of a small group using LLN support materials
- language, literacy, and numeracy (LLN) programs or referrals to these programs
- learning resource centres
- developing notetaking and assignment writing skills
- allowing additional time to complete tasks and
- any other services that Insight Academy considers necessary to support learners to achieve competency

Access & Equity

Insight Academy does not discriminate against potential students who have been identified as having lower LLN skills than the required entry level to successfully complete their preferred qualification. The academy may recommend/ offer an appropriate alternative study option or an ELICOS program to the potential student(s).

All information relating to students LLN skills will be treated as confidential and in accordance with Insight Academy's Privacy Policy.

LLN Test Process		
New Enquiry / Enrolments		
STEP 1 – Initial Enquiry		
No.	Who	Actions
1.1	Student	Makes an application to enroll
1.2	Admissions Officer/ Student Success Coordinator	a) Where an applicant has achieved a qualification in Australia that is similar or higher AQF level than applied for, evidence of completed qualification may be recognised as the LLN entry level. b) Where an applicant applying for Cert III level course(s) has not achieved any qualification in Australia and is not able to provide the minimum required overseas qualification credentials, applicant will be required to undertake LLN test using Insight Academy’s LLN Robot platform. c) Where an applicant has not achieved any qualification in Australia that is similar or higher AQF level than the course applied for, applicants will be required to undertake LLN test using Insight Academy’s LLN Robot platform.
STEP 2 – Identification of student abilities and requirement for additional support		
No.	Who	Actions
2.1	Student Success Coordinator	a) Analyze the Pre-Training Review (PTR) form completed by the student. b) Check results of LLN test to ensure ACSF levels are appropriate for the qualification being sought. (Refer Course ACSF Level Guide). Update the LLN Assessment outcomes on the PTR Review (Office Use section). c) Proceed to commencement where no requirement for support has been identified. a) Applicants identified as requiring support are referred to Training Coordinator to determine the level of support required.
2.2	Student Success Coordinator and Training Coordinator	Determine level of support the applicant requires and if Insight Academy can provide appropriate learning support strategies. a) If an applicant has been assessed as suitable to commence in the course of study, learning support program will be put in place. b) Where it is determined that an applicant may not have sufficient English language skills or other required literacy & numeracy skills to complete the qualification, they will be recommended to sit for an ELICOS program or offered alternative study options.

Management Action & Responsibility

Operations Manager in consultation with the Admissions coordinator and the Academic Coordinator is responsible for managing this Policy and its implementation.

Any suggested revisions to the policy in future will be approved by the CEO.

