
LANGUAGE, LITERACY AND NUMERACY SUPPORT PROCEDURE 2.2.3B

Document Title:	Language, Literacy and Numeracy Support Procedure 2.2.3b
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ALZHEIMER'S WA

Lvl1/40 Subiaco Square Road, SUBIACO WA 6008

Policy Statement

This procedure covers Alzheimer's WA's responsibilities in regard to identifying students who are not able to speak, understand or write easily in English, which may inhibit their ability to meet the required outcomes specific for the training course they are enrolling in.

This procedure supports the needs of the individual learners and provides access to educational support necessary. This may include referral to external networks. This procedure ensures the identification of supports required for each individual learner prior to their enrolment or commencement of training.

This procedure applies to all Alzheimer's WA workshops requiring an assessment component with regard to competency.

Underpinning Principles/Guidelines

Procedure Steps

When a person registers for an accredited course, it is required to assess their language, literacy and numeracy skills to ensure they have the adequate skills and ability to complete the unit of competency requirements.

The student completes the enrolment form, which asks:

- If they speak English well
- If they require assistance

The student completes a Language, Literacy and Numeracy test at enrolment, which is reviewed by a qualified trainer on completion.

If a person has indicated they require support in any area or it is identified through the LLN testing, a Trainer/Assessor shall meet with the prospective student to gauge supports required or suitability for the course, prior to enrolment.

The Trainer/Assessor will determine the supports to be implemented and costs associated (if any).

Adjustments may include:

- Extension of time to complete assessments
- Attendance at study days
- Reasonable adjustments to assessment of unit of competency.
- Extra support materials

NB Alzheimer's WA is not responsible for meeting costs to upskill a prospective student to enable them to enrol on a course.

The Trainer /Assessor must ensure that all/any adjustments made still meet any mandatory skills outlined in the training package.

An Individual Learning Plan may be developed to support the student in their identified learning needs.

If the prospective student is deemed unsuitable for the applied course, they will be supported by:

- Offering other possible alternatives learning opportunities that would meet their level of ability – workshops, lower level courses.
- Referring to other organisations that specialise in LLN training.
- Encouragement of continued learning through Alzheimer's WA, once their LLN levels meet the requirements of the desired training package.

Legislation

Key legislation, regulations and other requirements include but are not limited to:

- *Equal Opportunity Act 1984*

Related Documents

- Training Enrolment Form
- Standards for Registered Training Organisations 2015
- Individual Learning Plan

Revision History			
Date of Review	Summary of Revision	Revision Number	Revised By
Jan 2020	Additional steps re: LLN support	1.0.1	S Richards
Apr 2021	Reformatting of document	1.0.1	Rachael Roberts
Aug 2021	Change of document ownership	1.0.1	Rachael Roberts