

Language Literacy and Numeracy (LLN) Policy

Policy

Le Culinaire is committed to providing a high-quality education and training service for all students. The term 'language, literacy and numeracy' refers to five core skills: learning, reading, writing, oral communication, and numeracy. Development of language, literacy, and numeracy (LLN) in students is an important component of education at Le Culinaire's commitment to students and satisfies the ASQA requirements. Le Culinaire is committed to supporting the LLN needs of students with a range of support mechanisms, and to assisting students to identify any LLN support needs they may have prior to enrolment. Trainers and Assessors, staff need to be aware of the LLN skills of a student; the LLN requirements of a Training Package; and the industry's expectation of LLN skills of its workforce to develop appropriate delivery and assessment materials.

1. Purpose

This policy enables the academic staff members to identify any gaps in skills and to offer additional support with language, literacy, or numeracy to assist students to better manage the requirements of their course of training.

2. Scope

This policy and its procedure are specifically focussed on LLN and apply to all students including potential students enrolled or seeking to enrol in a VET course of study with Le Culinaire.

3. Definitions

LLN: Language, Literacy, and Numeracy

Language: Means the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way, including any nonverbal method of expression or communication such as a language of gesture and facial expression.

Literacy: Mean the capacity, confidence, and disposition to use language in all its forms. Literacy is the ability to read, write, speak, and listen in a way that lets us communicate effectively. Literacy skills enable us to interact with one another to achieve particular purposes: to explain, debate, retrieve and provide information, explore issues, entertain, and create.

Numeracy: Numeracy involves the practical application of mathematical skills to absorb, use and critically evaluate information in numerical or graphical form. Depending on the context this can include basic number skills, spatial and graphical concepts, the use of, measurement and problem solving. Numeracy may also involve literacy, for example when extracting mathematical information from written text.

4. Procedure

4.1 Le Culinaire Hospitality Institute, recognises that students come with a vast range of skills, experiences, motivations, and capacity to deal with the challenges required when commencing training.

4.2 With this view, Le Culinaire Hospitality Institute, will ensure that students are supported throughout the completion of their training in all aspects of Language, Literacy, and Numeracy.

Le Culinaire Hospitality Institute will not discriminate against students who are identified to need LLN assistance.

4.3 Le Culinaire Hospitality Institute, LLN needs will be identified in pre-enrolment assessment of the student during student orientation. Le Culinaire Hospitality Institute will endeavour to establish Students LLN information prior to course commencement. However, should a Student's LLN needs not be identified until the course has commenced, Le Culinaire Hospitality Institute will analyse these needs and provide a strategy for assistance.

4.4 Le Culinaire assesses the student's English language skills in an initial assessment session prior to commencement of each term. These results are collated and any '**at risk**' students are identified. Students with insufficient English proficiency are required to undertake additional English studies.

4.5 Students are offered specific assistance in the form of study skills and tutorial sessions. These are incorporated into the academic program over each semester. These sessions may have a particular emphasis on essay and report writing, writing skills, referencing and plagiarism.

As a follow up, individual tuition is provided on a one-to-one basis geared to the needs of each student. This may include assistance with oral presentations, editing of assignments and preparation techniques for exams. This support is provided during option classes at the School of English which provides language support for the students. At risk students are also encouraged to attend support classes.

4.6 During the course study, the LLN needs can also be recommended by the students Trainer/Assessors. These needs will be addressed through classroom learning and assessment activities over the duration of the program.

4.7 In developing training and learning materials, Le Culinaire Hospitality Institute will ensure that respective LLN requirements of specific units of competency or training packages are integrated into learning and assessment materials. Accordingly, Le Culinaire

Hospitality Institute will embed LLN principles within its delivery and learning and assessment tasks based on the specific Employability Skills and training package requirements.

4.8 Le Culinaire Hospitality Institute will ensure that the training staff members implement appropriate strategies to assist the students who need LLN assistance with their learning and maintain fairness, confidentiality, and equality in dealing with them.

5. Condition

5.1 LLN test is a MANDATORY requirement at Le Culinaire Hospitality Institute, for students who are currently offshore, prior to commencement on shore. The onshore student will be advised to take the test prior to issuing a letter of offer.

5.2 LLN test will be used for determining student's Language, Literacy and Numeracy skills.

5.3 If the student is enrolling for a packaged program, then the first AQF level qualification LLN Test should be administered to our international student.

5.4 This requirement enables Le Culinaire Hospitality Institute to identify if the student needs any LLN support to successfully complete during the selected VET course at Le Culinaire Hospitality Institute.

5.5 The LLN Test can be taken prior to the Orientation Day or will have to be taken on Orientation Day.

6. Responsibilities

The admission staff members must ensure that LLN assessment, relevant to the courses/qualifications being undertaken and is offered to all new students prior to their commencement.

The training staff members (e.g., trainers/assessors) are responsible for identifying and reporting LLN needs of the students during their training and providing support in implementing LLN strategies where needed.

The Academic Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The CEO has overall responsibility for the implementation and review of this policy.

Version	Date	Prepared By	Comments
Version -1.0	2020	Emily Aziz	Created document
1.1	08.2023	PEO	Updated, Conditions, responsibilities, and definitions