

4.2.12 Language, Literacy and Numeracy (LLN)

400 Queen Street Operating Policy and Procedures

1 Policy

It is policy of the Navitas College of Public Safety that trainees receive appropriate support in the areas of Language, Literacy and Numeracy (LLN).

2 Purpose

The purpose of this policy is to ensure the college is able to assist any trainee where there is an issue with Language, Literacy and Numeracy (LLN).

3 Responsibility

The VET Manager is responsible for compliance with this policy.

4 Guidelines

Trainees from a broad and diverse range of backgrounds will attend the College seeking training and related services. Not all trainees will have the necessary competence in areas of Language, Literacy and Numeracy.

A number of government departments and funded organisations are able to assist with Language, Literacy and Numeracy training at no cost to the trainee. Centrelink advise from January 2002, the Advanced English for Migrants Programme and the Literacy and Numeracy Programme will be amalgamated and known as the Language, Literacy and Numeracy Programme (LLNP).

Centrelink will refer eligible customers to a contracted service provider for an initial assessment to determine their needs and suitability for assistance under the Language, Literacy and Numeracy Program. A wide range of organisations have been contracted to provide assessment and training services, including community organisations, private providers and Technical and Further Education (TAFE) facilities. Job seekers who have carer responsibilities or some other difficulty in attending training, can get help assistance in their own home through distance education. Language, Literacy and Numeracy Training is conducted in a relaxed and friendly environment by qualified instructors.

5. Procedure

1. Where an issue arises relating to Language, Literacy and Numeracy, the staff member concerned must advise the Student Adviser;
2. After discussions with the advisor and if further external action is required, the trainee is to be referred to the Centrelink website
http://www.centrelink.gov.au/internet/internet.nsf/services/literacy_numeracy.htm
3. Although privacy must be respected, it is important that a note is added to the student file.
4. The Student Advisor must advise the trainee that this referral does not mean NCPS will bear costs associated with such referral. Any referral cost is the responsibility of the trainee however Centrelink will normally fund such training on application – the trainee must be advised of this and to clarify the funding position before training in LLN.

6. Authority

Authorised by Dean/Head of College.

7. Amendments

Date	Modified by	Sections amended/added	Approved by AC (If Required)
12/09/2011	Cameron Ingram	Update procedure and terminology	22/09/2011