

## RTO POLICY

### Language, Literacy and Numeracy Policy

#### **PURPOSE**

The purpose of this policy is to ensure all Staff Members and Trainers are aware of their obligations and requirements of providing the appropriate Language, Literacy and Numeracy when identifying the learning needs of students.

#### **POLICY**

It is the policy of Master Plumbers Association of SA Inc that all students are provided with appropriate level of support when undertaking training programs with our RTO, as outlined in the Standards for Registered Training Organisations (RTOs) 2015.

#### ***Basic Definitions of Language, Literacy and Numeracy:***

Language - the ability to communicate verbally

Literacy - the ability to read printed materials and write effectively. Literacy also relates to speaking and listening.

Numeracy - the ability to understand numbers, graphs, tables, charts, diagrams, measurement and shapes

An individual may experience difficulties for a number of reasons:

- The student may have come from a non-English speaking background
- The student may have limited skills in writing or reading
- The student may have a hearing, sight or speech impairment
- The student may have a learning disability

Depending on the reason for difficulties in Language, Literacy and Numeracy, it is the policy of MPA SA to ensure the appropriate support is provided.

## RTO POLICY (Continued)

**MPA has policies in place to ensure the student is provided with the necessary support.**

*These include:*

- Students participating in VET in Schools programs are tested in LLN prior to enrolment /commencement
- All MPA enrolment forms allow the student the opportunity to advise of any language, literacy or numeracy difficulties, including non-English speaking background or disability which may affect learning
- Should a disability, difficulty, medical condition or language barrier be identified on the enrolment form, MPA ensures a relative support network is in place:
  - *If the Student is enrolled into a VET in Schools Program, support is provided initially through the current School arrangements. The MPA trainer is provided with the LLN Recognition of Additional Assistance form (refer RTO Register) indicating additional assistance /monitoring.*
  - If the Student or Trainer believes additional assistance is required, a support plan will be established **Multiple Solutions**, as per our LLN Partnership Agreement.*
  - *If the Student is enrolled into a standalone unit, the trainer will determine student ability and any restrictions on learning / assessment at the beginning of the course should any difficulties be identified. The trainer will monitor the student throughout the course, and implement any additional assistance required through Multiple Solutions if necessary.*
- Students experiencing difficulty will also be provided with the opportunity of course extension, if required. Timeframe will be determined by the trainer, depending on individual circumstances.
- Students are closely monitored by Trainers and Assessors and reports from third parties are provided twice per course.
- Students are also provided the opportunity to raise any concerns or ask for help in the Student Progress Survey - which is provided to Students mid course. Any additional assistance will be implemented where necessary.

## RTO POLICY (Continued)

### Revision Record

Date	Version	Revision
1/5/2014	1.0	Document created following change of RTO Standards requirements
1/2/2015	2.0	Minor changes to implement company name change
14/12/2015	3.0	Policy changes to include Standard and clause reference
11/4/2016	4.0	Updated to include new arrangement through Multiple Solutions and reference to the new LLN recognition of Additional support form.
4/6/2018	5.0	Added Student Monitoring and Student Progress Surveys Assistance.

### Policy Approval

<b>Approved By:</b>	Andrew Clarke	<b>Position:</b>	Executive Officer
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