

Policy Title	PAX Language, Literacy, and Numeracy (LLN) Policy and Procedure				
Policy Number	P - 09	Version Number	V3 Oct 2020	Status	ENDORSED
Owner	Quality and Compliance Manager		Approved By	CEO	
Related legislation/applicable section of legislation:					
ESOS/NCP	<ul style="list-style-type: none">• ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students• The National Code 2018: Standard 2.2, 6.1				
SRTOs 2015	Standards 1.3 (b) http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html				
Legislative Context	<ul style="list-style-type: none">• National Vocational Education and Training Regulator Act 2011 (Cth)• Standards for Registered Training Organisations (RTOs) 2015• Education Services for Overseas Students (ESOS) Act 2000				
Related Policies and forms	<ul style="list-style-type: none">• National Vocational Education and Training Regulator Act 2011 (Cth)• Education Services for Overseas Students (ESOS) Act 2000• Commonwealth Human Rights and Equal Opportunity Commission Act 1986• Commonwealth Disability Discrimination Act 1992• Commonwealth Disability Standards for Education 2005• Equal Opportunity Act 1995				

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 09 PAX Language, Literacy, and Numeracy (LLN) Policy and Procedure Version 3 Last Reviewed: Oct 2020 Next review Date: Dec 2021 Page 1 of 5			

Table of Contents

1. POLICY.....	3
2. PURPOSE.....	3
3. SCOPE	3
4. DEFINITIONS	3
5. IMPLEMENTATION.....	3
6. CONDITIONS	4
7. RESPONSIBILITY	4
8. REVIEW DATE.....	5
9. VERSION HISTORY.....	5

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 09 PAX Language, Literacy, and Numeracy (LLN) Policy and Procedure Version 3 Last Reviewed: Oct 2020 Next review Date: Dec 2021 Page 2 of 5			

1. POLICY

PAX Institute of Education Pty Ltd RTO # 22207, CRICOS # 03152D trading as PAX Institute of Education will ensure that students are supported in their Language, Literacy, and Numeracy needs through the completion of their training.

2. 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 manage the requirements of their course of training.

3. SCOPE

This policy/procedure applies to all prospective international student.

4. 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 incorporates a range of modes of communication including music, movement, dance, storytelling, visual arts, media and drama, as well as talking, listening, viewing, reading and writing.

Numeracy: Numeracy involves using some mathematics and to achieve some purpose using the numbers in a context.

5. IMPLEMENTATION

5.1 PAX Institute recognizes that students come with a vast range of skills, experiences, motivations and capacity to deal with the challenges required when commencing training. With this view, PAX Institute will ensure that students are supported throughout the completion of their training in all aspects of Language, Literacy, and Numeracy. PAX Institute will not discriminate against students who are identified to need LLN assistance.

5.2 At PAX Institute, LLN needs will be identified in pre-enrolment assessment of the student and /or during student orientation. Each student will have to take the LLN assessment as per the level of the qualification that the student wishes to study at PAX Institute. LLN Assessment is considered to be a mandatory requirement in the process of admissions and enrolment.

5.3 PAX Institute will endeavor to establish Students LLN information prior to course commencement. However, should a Student's LLN needs are not identified until the course has commenced, PAX Institute will analyse these needs and provide a strategy for assistance. During the course study, the LLN needs can also be recommended by Trainer/Assessors. These needs will be addressed through classroom learning and assessment activities over the duration of the program.

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 09 PAX Language, Literacy, and Numeracy (LLN) Policy and Procedure Version 3 Last Reviewed: Oct 2020 Next review Date: Dec 2021 Page 3 of 5			

- 5.4 In case the student is identified requiring more support than the LLN support extended at PAX, PAX Institute may refer students to English language programs to external providers depending on the specific needs/requirements of the student.
- 5.5 In developing training and learning materials, PAX Institute will ensure that respective LLN requirements of specific units of competency or training packages are integrated into learning and assessment materials. Accordingly, PAX Institute will embed LLN principles within its delivery and learning and assessment tasks based on the specific Employability Skills and training package requirements.
- 5.6 PAX Institute will ensure that the training staff members have the required knowledge and skills to manage with LLN issues as they arise; and engage in professional development activities within LLN domain.
- 5.7 PAX 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.
- 5.8 PAX Institute will use a range of LLN assessment tools to determine the required LLN assistance prior to and after enrolment, including the Australian Core Skills Framework (ACSF) as a reference to assess current LLN skill levels.

6. CONDITIONS

- 6.1 LLN Test is a mandatory requirement for every student at PAX.
- 6.2 The onshore student will be asked to take the test prior to issuing a letter of offer. In case this is not possible then the LLN test will be administered on the day of the orientation.
- 6.3 If the student is offshore, then the student will be administered the LLN Test on the Orientation day.
- 6.4 If the student still does not satisfy the required level in Learning and Numeracy skills, then he/she will be given additional support in the identified skills gap.
- 6.5 The student will be required to attend the scheduled sessions for Learning and Numeracy respectively. These sessions will be organized by PAX every Friday for 4 hours. LLN Supplements will be administered to the students who are identified for having these gaps.
- 6.6 The LLN Trainer will closely monitor the student progress during the supported scheduled LLN sessions.

7. RESPONSIBILITY

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 Training

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 09 PAX Language, Literacy, and Numeracy (LLN) Policy and Procedure Version 3 Last Reviewed: Oct 2020 Next review Date: Dec 2021 Page 4 of 5			

and Administration 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. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to:

timple@pax.edu.au

8. REVIEW DATE

12 months from the date of this version, or as required.

9. VERSION HISTORY

Version	Date	Reason for change	Prepared By	Approved By
V1	Jan 2018	Annual Review. Revised with NCP 2018 and changed the formatting.	Q & C Manager	CEO
V2	Jun 2019	Annual review. New Template introduced and added revised procedure.	Q & C Manager	CEO
V3	Oct 2020	Annual review. The version history information added on the P & P.	Q & C Manager	CEO

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 09 PAX Language, Literacy, and Numeracy (LLN) Policy and Procedure Version 3 Last Reviewed: Oct 2020 Next review Date: Dec 2021 Page 5 of 5			