

LANGUAGE, LITERACY AND NUMERACY

Policy

Students whose first language is not English and who do not meet the language standard will be advised as to what support and assistance they can receive. This advice will be provided by the Administration and Student Services Representative or trainer.

Special attention is given to applicants from a non-English speaking background in relation to Language, Literacy and Numeracy.

English language

Courses at ACA are conducted in English and all course materials and students' manuals are produced in English.

Scope

This Policy and Procedure applies to all students.

Procedures

- Students are given the opportunity to identify any learning needs including Language, Literacy and Numeracy requirements on the enrolment form.
- If there is any doubt about the Language, Literacy or Numeracy skills or the English language skills of the students experienced by the Administration Officer during the enrolment interview or by the trainer on commencement of the course, the RTO will ask the applicant to undertake a language, literacy, and numeracy test to ascertain the applicant's ability to undertake the course.
- Should students require assistance, the trainer will organise additional Language, Literacy and Numeracy support if required on a fee-per-service basis or may recommend that the students complete another course prior to commencing a course at ACA.

Documents

- *Enrolment Application form*



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