

LANGUAGE, LITERACY and NUMERACY POLICY

Connect training group is committed to ensuring accessibility to all perspective students for the training courses we provide.

We also recognise that at times language and literacy problems may restrict a person from achieving the competencies required for particular courses or programs.

Connect training group will make every effort to assess a perspective client/learners ability to carry out all the learning tasks and required assessments before enrollment. Where possible, the learning activities/assessments may be modified to compensate for those with literacy or numeracy skill needs.

Pre-requisite competency standards

Depending on the skill and knowledge requirements of a specific course, a minimum pre-requisite standard may be set for intending participants. This may include a level of competence of the English language or basic numerical requirements.

These standards will be clearly identified in all pre-course materials

In respect of such courses, we may arrange for assessment of an intending participant's level of literacy and /or numeracy, in cases where uncertainty may exist.

Assessment of literacy and numeracy levels

An initial assessment of participant's literacy and numeracy skills will be made upon enrolment in a course or module where it is deemed necessary. A numeracy evaluation and a reading and writing evaluation will be conducted. Additionally, supervisors' certification of intending participant's skills will be required.

If the numeracy and/or literacy level of an intending course participant is not sufficient for the person to be able to complete the existing course program satisfactorily, two possible options will be explored:

- if possible, changing the course methodology to compensate for the participant's needs
- referral to a suitable agency for remedial training in the required areas

Connect training group will make an assessment of the intending participant's likelihood of acquiring the relevant competencies through other educational strategies, and will make a final decision as to the person's ability to undertake the course.

Resourcing considerations

An important consideration in accepting onto a program a person with literacy/numeracy problems is the availability of resources to offer additional tuition or coaching, or to redesign learning activities. It is important that the quality and validity of the training offered to all course participants be maintained.

Referral Agencies

Centrelink

[Language, Literacy](#) and Numeracy Programme
13 2490

The Reading Writing Hotline

1300 655 506