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 enrolment. Where possible, the learning activities/assessments may be modified to compensate for those with literacy or numeracy skill needs, as long as this does not impact on the outcomes and standard required for the relevant course.

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 may also be required based on enrolment information provided.

If the numeracy and/or language or literacy level of an intending participant is not sufficient to meet the course requirements, possible options will be explored, such as:

- 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

Resourcing considerations

An important consideration in accepting onto a program a student with identified language or literacy or numeracy problems is the availability of resources to offer additional tuition or coaching, or ability to redesign learning activities and assessment tasks based on these needs. It is imperative that any support or changes made do not impact on the quality and validity of the course offered and they do not impact on other students.
Referral Agencies

The Reading Writing Hotline
Phone: 1300 655 506

Australian Council for Adult Literacy http://www.acal.edu.au/index.htm
Phone: 03 9546 6892