

# Language, Literacy & Numeracy Policy and Procedure

## Purpose

This policy is designed to provide information to applicants, students and other stakeholders such as the employers, about the commitment by Ella Bache College of Skin and Beauty Therapy to ensure that its enrolling students have the appropriate skills to succeed in their selected course including language, literacy and numeracy. Ella Bache College of Skin and Beauty Therapy diagnoses the student's skills as part of the application and enrolment process.

## Academic suitability requirements

The Student must meet the academic suitability requirements by:

- Providing their Australian Year 12 Certificate or providing their International Baccalaureate Diploma Program (IB) diploma or providing evidence of successful completion of a qualification that has been delivered in English and:
- was at level 4 or above in the Australian Qualifications Framework (i.e. Certificate IV or higher qualification), or at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, or
- has been assessed by a Federal, State or Territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments) as equivalent or comparable to: a qualification at level 4 or above in the Australian Qualifications Framework, or a qualification at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, or
- Students who have NOT met the above requirements must display competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through the approved Language, Literacy and Numeracy using a tool as approved under section 82. Ella Bache College of Skin and Beauty Therapy uses the tool provided by the Australian Council for Educational Research and this tool is approved by the Secretary under Section 82 VSL Rules.

## LLN Assessment

All Vet Student Loans (VETSL) students must undertake a current Language, Literacy & Numeracy (LLN) Assessment during their onboarding unless they have met the requirements of Academic Suitability (above): Section 82(1)(a),(b) and (c) VSL Rules

- Ella Bache College of Skin and Beauty Therapy uses a valid and reliable tool provided by the Australian Council for Educational Research to assess the student's competence in reading and numeracy against the Australian Core Skills Framework; and
- The Language, Literacy & Numeracy (LLN) test provided by the Australian Council for Educational Research is approved by the Secretary under Section 82 of the VSL Rules and published on the Department's website; and
- Require that the Language, Literacy & Numeracy (LLN) test and the process of undertaking it to be conducted with honesty and integrity.

Ella Bache College of Skin and Beauty Therapy must also reasonably believe the student displays competence in the Language, Literacy & Numeracy (LLN) test and is academically suited to undertake the course; and that the student has met all specified entry requirements for the Diploma in Beauty Therapy qualification.

Until Ella Bache College of Skin and Beauty Therapy is satisfied that the student has the appropriate Language, Literacy & Numeracy (LLN) skills to succeed, the student is not a 'completed enrolment'.

Ella Bache College of Skin and Beauty Therapy uses the approved Core Skills Profile for Adults as outlined in the Higher Education Support (VET) Guideline 2015.

### **Language Literacy and Numeracy (LLN) Assessment Procedure**

All of the Student's LLN skills except for oral communication and learning are assessed by the Student Support team, with the oral communication and learning skills assessed as part of the initial suitability interview and application process.

If a prospective student is required to complete the LLN Assessment, the enrolment staff will:

1. Complete the steps required to give student access to the LLN Assessment portal.
2. The student is made aware that they will need to provide their own computer and must have access to the camera and the internet.
3. The student is sent a notification with instructions on how to log in and commence the tests.
4. Use their own supplied computer with access to a microphone and camera
5. Connect to the internet
6. Login in using the unique ID provided by EBC to the student
7. Complete the LLN Assessment
8. Results of the LLN test will be provided to the student after the completion of the assessment and will also be provided to the Department of Education upon request.
9. The student must display competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through the approved Language, Literacy and Numeracy test.
10. Should the student not reach Exit Level 3 or above in the Australian Core Skills Framework in both reading and numeracy, they are permitted a second attempt.
11. If they do not reach the required level, the enrolment staff will discuss support options and book a potential future enrolment date.

Ella Bache College of Skin and Beauty Therapy must also reasonably believe the student displays competence in the Language, Literacy and Numeracy test and is academically suited to undertake the course; and that the student has met all specified entry requirements for the Diploma in Beauty Therapy qualification.

The LLN Assessment results are emailed to student as soon as practicable and a copy is stored in the Student Management system in the student file.

Results of a student's LLN test will be retained for at least 5 years.