



Language, Literacy and Numeracy (LLN)

Organisational Area

RTO

Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 2nd of February 2026.

Review date

This procedure will be reviewed every three years sooner if required.

Scope

This policy is for all staff who are authorised to enrol a student in a course, and for staff members who will conduct or assess an applicant's language, literacy and numeracy (LLN) skills.

This policy also applies to course applicants and students at (POCH&LCI).

Objective

POCH&LCI recognises the importance of basic skills in English language, literacy and numeracy (LLN). Improving basic skills will assist in breaking down barriers presently facing some participants.

This document sets out the policy of POCH&LCI on English LLN activities for the information of POCH&LCI staff and Trainers.

Policy

POCH&LCI ensures that the individual learning needs of all prospective students are identified prior to enrolment, and that appropriate support or assistance is offered where required

As part of the enrolment and Pre-Training Review (PTR) process, applicants are provided with the opportunity to self-identify any learning needs, barriers, or support requirements of which they are aware during the pre-training review.

All students are assessed against the Language, Literacy and Numeracy (LLN) entry requirements of their chosen course as part of the Pre-Training Review. Not all students are required to complete a formal LLN test where sufficient and valid evidence already demonstrates that the required LLN skills are met, this may be sighting of a previous qualifications or current course statement of attainment that show they have the required LLN skills.

Students who do not hold a relevant qualification at the same or higher level than the course in which they are enrolling are required to complete an LLN test as part of the Pre-Training Review process.

The pre- training review assessor may make allowances for a student's entry into this course based on additional evidence gathered and documented on the pretraining review document.

If a student's LLN test results do not meet the course entry requirements, other factors may be considered to determine whether the learner can successfully participate in the course with the additional support provided by POCH&LCI. The LLN test is not the sole criteria for enrolment.

Students enrolling in the Diploma of Early Childhood Education and Care who have not completed the Certificate III in Early Childhood Education and Care with Park Orchards Community House & Learning Centre*, as their highest qualification, are required to complete an LLN test during the Pre-Training Review.

Where the enrolling officer identifies concerns regarding a prospective student's LLN skills, the student will be required to complete an LLN test regardless of prior qualifications, to ensure the course is suitable and appropriate supports can be identified.

Where a student has completed a qualification overseas and the qualification was delivered and assessed in English, this may be accepted as satisfactory evidence of LLN skills, subject to review during the Pre-Training Review.

*The Certificate III and Diploma LLN tests are aligned to the same Australian Core Skills Framework (ACSF) levels. As a result, students who have completed the Certificate III in Early Childhood Education and Care with Park Orchards Community House & Learning Centre will have already had their LLN levels assessed as appropriate for progression to the Diploma.

LLN tests for Certificate III, Certificate IV, and Diploma-level courses have been mapped to the five core ACSF skills, and this mapping is used to determine whether students meet the LLN entry requirements for their selected course.

Where LLN needs are identified during training, or where a student later discloses a requirement for additional support, POCH&LCI provides access to reasonable learning and study support. Where appropriate, students may also be referred to Language, Literacy and Numeracy support through POCH&LCI pre-accredited training programs.

Where POCH&LCI finds that the resources are not available to provide the necessary support to a student to address their needs, or that the LLN level of the student is too far below the LLN level of the course according to the ACSF, POCH&LCI will recommend pathway courses that will help to build the student's skills to the necessary level. These may be offered at POCH&LCI or another RTO.

Definitions

ACSF - Australian Core Skills Framework

LLN – Language, Literacy and Numeracy

RTO – Registered Training Organisation

Related Documents

Access, Equity & Cultural Diversity Policy

Assessment Policy

Language, Literacy and Numeracy Marking Guide

Language, Literacy and Numeracy Student Assessment Form

Language, Literacy and Numeracy Task Form

Privacy Policy

Prospective Student Information

Recognition of Australian Quality Framework Qualifications Policy & Application Form

Recognition of Prior Learning

Student Complaints & Appeals Policy

Student Enrolment Checklist

Student Enrolment Form

Student Enrolment Policy & Procedure

Student Feedback Policy & Procedure

Document Locations

Policies and Procedures Folder

Website

Related Legislation

Standards for Registered Training organisations (RTOs) 2025

Area of Compliance

ASQA Standards Clause 2.2 (a), 2.3 (a)

Date reviewed	Version	Details of changes (if any)	Date of next review
11/08/2015	1	Original document	11/08/2018
28/06/2017	2	Update to include ACSF mapping guide	28/06/2020
24/06/2020	3	General review	24/06/2023
17/02/2022	4	Updated to ASQA	17/02/2025
11/03/2025	5	Updated to new ASQA standards 2025. Added Diploma LLN test explanation	11/03/2028
3/2/2026	6	Rewording to clarify policy, added in current course statement of attainment.	3/2/2029

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