Language, Literacy, Numeracy and Digital Literacy Policy (VET)

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Approved By: VET Council
Policy Owner: Admissions Manager
Policy Area: VET
Audience: Public

1. Purpose

This policy outlines the requirements for the assessment of Language, Literacy, Numeracy and Digital Literacy (LLND) skills to ensure academic suitability for students enrolling in a VET course at Stanley College.

2. Scope

This policy applies to:

- All prospective students at Stanley College; and
- Admissions and academic staff involved in LLND assessments.

3. Key Definitions

AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Domestic Students	A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa. A domestic student can include temporary visa holders, who do not hold a Student Visa issued by DoHA, including 485, 457, student dependents, working holiday and visitor visa holders.
International Student	A student studying in Australia on a student visa issued by DoHA. Also referred to as Overseas Students.
LLND	Language, Literacy, Numeracy, and Digital Literacy. These are the core skills that individuals need to participate effectively in education, employment and social life, reference DEWR). They are often referred to as 'foundations skills'.

4. Policy Principles

Stanley College is committed to:

- Ensuring students are academically suited to their chosen course;
- Identifying and addressing barriers to learning; and
- Providing fair and consistent assessment processes.

4.1 **Assessment Areas**

- **Language:** Speaking and listening
- **Literacy:** Reading and writing
- **Numeracy:** Mathematical understand and application
- **Digital Literacy:** Use of digital tools communication and learning

4.2 **Assessment Process**

Stanley College is committed to ensuring that every prospective student is enrolled in their chosen course of study only if they can demonstrate they are academically suitable to progress in and complete the course.

All prospective students seeking to enrol in a course of study at Stanley College will be assessed against the published entry requirements for their chosen course. The same processes will be applied impartially regardless of prospective students' background or circumstances.

To help Stanley College identify if there are any barriers to learning, an academic suitability assessment is conducted with each prospective student. The documents provided as part of the admissions process are evaluated against the entry requirements of their desired course of study to determine the learner's academic suitability for that course.

Acceptable records that are used to determine a prospective student's Language, Literacy, Numeracy skills assessment include:

- a copy of a Senior Secondary Certificate of Education for the completion of Year 12;
- Naplan 9 Band 8 or OLNA Achievement category 3 for Numeracy, Reading and Writing.
- a copy of a qualification that is Certificate IV level or above in the Australian Qualifications Framework that has been delivered in English; and
- a copy of an English level test including IELTS 5.0 (or equivalent test i.e. PTE, TOEFL).

Acceptable records used to determine a prospective students Digital Literacy for their chosen course include:

- Capable or Advanced Level, as declare on the Application Form, skills in:
    - Use of a computer (desktop or notebook)
    - Microsoft Word and Excel

Where a prospective student is not able to provide sufficient evidence or documentation to prove they meet the academic suitability requirements for their chosen course of study, an additional LLN and / or Digital literacy test will be required.

If a prospective student is unable to demonstrate they have the academic suitability or digital literacy to enrol at Stanley College, the prospective student will be informed of the outcome and provided advice or a referral to a suitable alternative.

Whilst academic suitability and digital literacy assessments are completed prior to enrolment, where there are concerns post admissions about a student's LLND skills by a trainer or staff member, the student may be requested to complete the LLND test/s. The student will be informed of the outcome and provided advice or a referral to a suitable alternative.

4.3 **LLND Assessment**

Stanley College utilises the LLN Robot and Digital Robot, developed by the Learning Resources Group, to conduct academic suitability and digital literacy assessments.

All prospective students, who do not demonstrate that they meet the Stanley College Academic Suitability assessment, will complete the test. The test is dynamic and intuitive, as such, the type and difficulty level of the questions is not static, but changes based on the skill and knowledge displayed by each test taker.

5. Roles and Responsibilities

- **Admissions Manager:** Oversees LLND assessment process and ensures compliance.
- **Trainers and Assessors:** Identifies LLND concerns post -enrolment and refers students for reassessment.
- **Student Services Team:** Provide guidance, referrals and support for students with LLND needs

6. Policy Information

Policy Area	VET
Authorised Officer	Admissions Manager
Supporting documents, procedures, work guidelines and forms	Language, Literacy, Numeracy and Digital Literacy Procedure (VET) How to Guide: LLN and Digital Robot Admissions Policy (VET)
Audience	Public

7. Compliance Monitoring Summary

Overview	Frequency
Review LLN and Digital Robot Test and alignment to Stanley College Courses	Annually

8. Link to Standards

8.1 Standards for RTOs 2025

Quality Area	Outcome Standard	Focus Area	Standard	Performance Indicator
2. VET Student Support	VET Students are treated fairly and properly informed, supported and protected	Information	Standard 2.2	(a), (b)

8.2 National Code of Practice 2018

Standard (Number)	Standard (Descriptor)	Standards (Individual)
Standard 2	Recruitment of an overseas student	2.1.1