

Language Literacy and Numeracy

1. Purpose

- 1.1 The Australian Online Music Institute (AOMI) recognises the importance of adequate skills in English language literacy and numeracy (LLN).
- 1.2 AOMI is responsible for obtaining enrolment details from student learners along with ensuring that information pertaining to individual learning requirements is provided prior to enrolment for its vocational education and training (VET) programs.
- 1.3 AOMI will provide guidelines for the identification of any participant along with guidance or support required for any student in language, numeracy and literacy.
- 1.4 AOMI will take every measure possible to conduct this process with honesty and integrity.

2. Scope

Definitions:

- 2.1. **Language:** In the context of this policy “language” refers to the ability to read and speak English to an acceptable level. All of AOMI’s course content is delivered in the language of English and accordingly, AOMI requires all participants to have English language proficiency at least to the level required to read and understand the learning and assessment resources provided.
- 2.2. **Literacy:** In the context of this policy “literacy” refers to the ability to communicate by reading, speaking, listening and viewing
- 2.3. **Numeracy:** In the context of this policy “numeracy” refers to the symbols and processes of basic mathematics. All participants are required to self-assess their degree of English proficiency through the application process which requires the participant to demonstrate sufficient LLN skills to engage in the course.

Revision	By Whom	Date
Reviewed, plus minor rewording.	G Bottrill	5 Aug 17
Reviewed, no changes	G Bottrill	31 Jul 19
Reviewed, minor changes	G Bottrill	20 Sep 20
Minor changes to comply with VSL section 82	A Palmer	2 Apr 22

As an access and equity measure, participants who are unable to complete these tasks will not be granted enrolment but will instead be referred to training support in order to help them attain the necessary LLN proficiency required to complete the course.

3. Entry Requirements for VET Student Loans

All students applying for VET Student Loans must complete the online assessment with honesty and integrity.

Online assessment through an approved third-party provider to identify individuals' literacy and numeracy skills, aligned to the Australian Core Skills Framework (ACSF).

Safe Work Resources VFH LLN Assessment Tool v2016.1 (provided via The Learning Resources Groups' LLN Robot Platform). *The LLN Assessment tool* is a set of online assessments developed by The Learning Resources to support RTOs in measuring the literacy and numeracy skills of all learners. CSPA Reading, Numeracy & Writing assessments produce valid and reliable data through comprehensive reporting against five levels of the **Australian Core Skills Framework (ACSF)**.

Reports are automatically generated upon the completion of each assessment and will determine a student's eligibility to study under VET Student Loan guidelines.

This Policy will be reviewed every two years.



William Palmer

CEO

3rd April 2022