SHAFSTON
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Student Support with LLN

PURPOSE

Shafston ensures that students are provided with /and have access to relevant learning support services, including assistance with language, literacy and numeracy.

SCOPE

Each student must receive a reasonable opportunity to complete their training. Therefore, Shafston College has implemented the following steps to ensure that the learners' needs are systematically assessed throughout their study plan. These steps enable the college to identify and assist the learner with any issues associated with their language, literacy and numeracy.

PROCEDURE

1. Individual students with LLN issues are evidenced in the feedback sessions by their trainers and after regular observation and assessment during practical and theory classes. If a student is appearing to show consistent/ repeating issues with LLN, the trainers will seek more advice from the VET Training Coordinator / ELICOS AM.

2. The student / candidate name, student number and evidence (compelled assessment tasks) are provided to the designated trainer and assessors.

3. All students at any time during their study can request LLN support.

4. Shafston VET student support will then request the ELICOS Department to assess the candidate/s.

5. When the results have been released by the ELICOS Department all involved (i.e. the student's trainer/s and Vet Student Support Officer) are informed. Students will be asked to attend a counselling session where their results are discussed and explained with them and what their options are. This is to ensure that the student understands what support is available to them.

6. All LLN results are recorded and filed in the students Academic Folder for current students or Admissions folder for students who have not yet commenced the course.

Language Competency Testing Information

If a student is identified as not meeting the core LLN skills required of their chosen course of study by their trainer or at point of application, the students who failed to demonstrate minimum language skills are notified that they have to sit an in-house language test.

- The test includes sections for:
  - Grammar
  - Reading
  - Numeracy, and
  - Writing

The grammar section is made up of 20 multiple-choice questions, reading consists of a short passage followed by comprehension questions, and writing a discursive composition.

Students will receive feedback informing them if language support is needed and in what area it is needed.

There are three possible outcomes. They are:
- SN – Support Needed
- MSN – Minimal Support Needed
- NSN – No Support Needed

The support may take the form of ELICOS classes or an elective class that is most suitable for their needs. Students whose outcome is SN Support Needed and they test low may also be given the opportunity to transfer to a course at a lower AQF level to build their skills and underpinning knowledge or transfer to ELICOS classes to further improve their English Language skills for ESL students.