

Literacy and Numeracy Education

Policy:

Berendale School RTO is committed to providing assistance to people seeking to undertake training with Berendale School RTO, who may have special literacy and numeracy requirements. Berendale School RTO will provide individual assistance where possible to trainees who have literacy and numeracy skill needs and will also provide referrals to specialist literacy and numeracy assistance agencies where appropriate.

Procedure:

Berendale School RTO is committed to ensuring wide accessibility of its training. As such, we recognise that literacy or numeracy problems may not, of themselves, preclude a person from successfully acquiring the competencies associated with a particular program.

Every effort will be made to assess an intending candidate's ability to carry out all the learning tasks and demonstrate mastery of the program competencies.

Where possible, the learning activities may be modified to compensate for trainees with literacy or numeracy skills needs.

Pre-requisite competency standards

Depending on the nature of a specific course, a minimum pre-requisite competency standard may be set for intending participants, including a level of facility with the English language or of basic numerical competency. These standards will be clearly spelt out in all publicity materials.

In respect of such courses, we may arrange for assessment of an intending participant's level of literacy and /or numeracy, in cases where doubt may exist.

Assessment of literacy and numeracy levels

An initial assessment of participant's literacy and numeracy skills will be made upon enrolment in a course or module where it is deemed necessary. A numeracy evaluation and a reading and writing evaluation will be conducted. Additionally, supervisors' certification of intending participant's skills will be required.

If the numeracy and/or literacy level of an intending course participant is not sufficient for the person to be able to complete the existing course program satisfactorily trainers will offer alternative methodologies to compensate for the participant's shortcomings.

In the latter case, Berendale School RTO will make an assessment of the intending participant's likelihood of acquiring the relevant competencies through other educational strategies, and will make a final decision as to the person's ability to undertake the course.

Resourcing considerations

One important consideration in accepting onto a program a person with literacy/numeracy problems is the availability of resources to be able to offer additional tuition or coaching, or to redesign learning activities.

It is important that the quality of the training offered to all course participants be maintained, and careful resource planning to identify surplus capacity will be undertaken before taking up these options.