

TAFE Learning Support Procedure

Section 1 - Purpose / Objectives

(1) This Procedure outlines the responsibility for and processes, involved in the provision of Language Literacy and Numeracy (LLN) support to students enrolled in VET courses of VUIT.

Section 2 - Scope / Application

(2) This Procedure applies to all Vocational Education and Training (VET) course delivery in the Victoria University Institute of Technology (VUIT).

Section 3 - Definitions

(3) Refer to relevant definitions provided within the National Standards for Registered Training Organisations (2015).

(4) Pre-Training Review includes a documented review of the student's language, literacy and numeracy skills for the purpose of determining future support needs (before or after enrolment but before training commencement).

(5) Language, Literacy and Numeracy (LLN) Support may be offered through a range of models including the following:

- a. reasonable adjustments made to teaching material and assessment tools and use of teaching strategies to respond to the student's LLN support needs;
- b. provision of Open Access LLN Support offered across campuses on a drop-in and appointment basis;
- c. provision of resources for the development of LLN skills provided to VET Teachers and students;
- d. embedded LLN Support planned, delivered and assessed by LLN specialist teaching staff in collaboration with VET trainers and assessors.

(6) VTG is the Victorian Training Guarantee.

(7) DET is the Victorian Department of Education and Training.

Section 4 - Policy Statement

(8) [Student Retention and Success Policy](#)

Section 5 - Procedures

Part A - Roles and Responsibilities

Role	Responsibilities
VET Course Coordinators / Selection Officers	<ol style="list-style-type: none"> 1. Conduct Pre-training Review including LLN Pre-training Assessment (See Admissions - VET Course Admissions and Pre-Training Review Procedure). 2. Access results of individual and group LLN assessments and provide to Manager, relevant VET trainers and assessors and designated LLN Support Teachers. 3. Contact Manager and/or Senior Educator Transitions from the LLN Support Unit to negotiate and facilitate appropriate support for student groups and individuals.
VET Managers and/or Course Coordinators/Manager LLN Support/Senior Educator Transitions	<ol style="list-style-type: none"> 1. Review results of LLN assessment against ACSF levels required for successful completion of VET course. 2. Determine and document appropriate support plans for groups and/or individuals.
Manager LLN Support / Senior Educator (Transitions)	<ol style="list-style-type: none"> 1. Assist VET trainers and assessors to identify the ACSF skill levels required for successful completion of their courses. 2. Coordinate Open Access LLN Support across campuses. 3. Manage LLN Support content on VUIT Language and Literacy website. 4. Coordinate enrolment of eligible students into VTG funded, DET approved LNSUPPORT units. 5. Complete LLN Support Agreement document for enrolled LLN Support in consultation with VET Coordinators, Trainers and Assessors. 6. Manage and coordinate the provision of LLN Support using the following strategies: <ul style="list-style-type: none"> - Provision of advice, strategies, resources and professional development to assist VET teachers to support the LLN needs of their students. - Open Access LLN Support across campuses. - Embedded class based LLN support using team teaching model.
LLN Support Teachers	<ol style="list-style-type: none"> 1. Provide ongoing advice and support to VET trainers and assessors on strategies for meeting the LLN needs of their students. 2. Enrol identified eligible students in relevant LLN Support units. 3. Work in collaboration with VET teachers to plan, deliver and assess embedded LLN Support which is contextualised to and delivered in conjunction with VET courses. 4. Collect and collate evidence of participation for all students enrolled in LLN Support. 5. Provide open access LLN support to VUIT students at all campuses.

Part B - Overview

(9) Victoria University — through Victoria University Institute of Technology (VUIT) — offers a broad range of Vocational Education and Training (VET) courses designed to provide vocational skills and pathways to employment options and/or higher education. Victoria University is committed to identifying students' learning support needs and to providing Language, Literacy and Numeracy support which is flexible, timely and effective and which contributes to student success.

(10) The aim of the [TAFE Learning Support Procedure](#) is to provide clear guidance to staff about the processes, documentation and communication in relation to:

- a. Evaluating students' LLN support needs prior to training.
- b. Developing LLN Support plans for individuals and groups enrolled in VUIT Vet Courses.

(11) It is a requirement for VU's registration as a Registered Training Organisation to be compliant with Standard 1 of the Standards for Registered Training Organisations, 2015: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses. This Procedure is designed to contribute to compliance with the requirements of Standard 1, in particular Clause 1.7 that states:

- a. The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

(12) In addition to the standard highlighted above, the 2014—2016 VET Funding Contract (Dual Sector), Victorian Training Guarantee Program mandates in Schedule 1, Section 4.6 that the RTO must conduct a Pre-Training Review:

- a. For each Eligible Individual, the RTO must conduct a Pre-Training Review of current competencies including literacy and numeracy skills prior to commencement in training.

Part C - Procedure

(13) LLN pre training review is conducted using the VETASSESS AssessItNow Tool or a customised tool developed to measure the LLN skills contextualised to a specific VET Course.

(14) Evaluation of LLN data is conducted within program areas by relevant VET teaching staff in collaboration with staff from Learning Support Unit in order to identify the LLN needs of commencing students.

(15) Students requiring LLN support who meet the eligibility criteria for VTG funded enrolment into DET approved Learning Support Units may be enrolled into units selected to address their specific LLN needs. In cases where groups of students within cohorts demonstrate the same LLN requirements, whole groups may be enrolled into the relevant units.

(16) Documentation of agreement for enrolled LLN support is completed by the Manager of LLN Support Unit/ Senior Educator Transitions in consultation with the VET Manager/Coordinator. See LLN Support Agreement link in the References section below.

(17) Students who are not eligible or who choose not to enrol in VTG funded LLN support units may access support through one or more of the following options:

- a. Reasonable adjustments made to teaching material and assessment tools.
- b. Open Access LLN Support offered across campuses on a drop-in and appointment basis.
- c. Access to resources for the development of LLN skills provided to VET teachers and students.
- d. Embedded LLN Support planned, delivered and assessed by LLN specialist teaching staff in collaboration with VET trainers and assessors.

(18) While the VETAssess, AssessItNow tool provides initial information relating to the LLN needs of commencing students, VET teachers and coordinators may identify specific LLN needs amongst their students following course commencement. In such cases LLN support will be negotiated with the VUIT Learning Support staff and implemented at individual student or group levels.

Section 6 - Guidelines

(19) Nil

Section 7 - References

(20) Standards for Registered Training Organisations (RTOs) 2015

(21) [User's Guide to the Standards for RTOs 2015 - ASQA](#)

(22) Department of Education 2014-2016 Funding Contract

<http://intranet.vu.edu.au/VUIT/Administration%20and%20Service%20Provision.asp>

(23) Guidelines for TAFE Course Admission and Pre-Training Review Procedure

<https://kit.vu.edu.au/service/vefequality/EngageLearner/default.aspx>

(24) LLN Support Agreement <https://kit.vu.edu.au/service/vefequality/EngageLearner/default.aspx>

Status and Details

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Accountable Officer	Wayne Butson Chief TAFE Officer +61 3 99198756
Responsible Officer	Wayne Butson Chief TAFE Officer +61 3 99198756
Enquiries Contact	Deborah Tyler Director, Academic Quality and Standards +613 9919 4310