

VSL 1.1: Language, Literacy & Numeracy Policy and Procedure

Purpose

This policy is designed to provide information to applicants, Students and other stakeholders such as the employers, about the commitment by Casey College of Beauty Therapy to ensure that its enrolling Students have the appropriate skills to succeed in their selected course including language, literacy and numeracy. Casey College of Beauty Therapy diagnoses the Student's skills as part of the application and enrolment process.

Academic suitability requirements

The Student must meet the academic suitability requirements by:

- Providing Casey College with their Australian Year 12 Certificate or
- providing their International Baccalaureate Diploma Programme (IB) diploma or
- providing evidence of successful completion of a qualification that has been delivered in English and:
 - was at level 4 or above in the Australian Qualifications Framework (i.e. Certificate IV or higher qualification), or at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, or
 - has been assessed by a Federal, State or Territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments) as equivalent or comparable to: a qualification at level 4 or above in the Australian Qualifications Framework, or a qualification at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, or
 - Students that have NOT met the above requirements must display competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through the approved Language, Literacy and Numeracy using a tool as approved under section 82. Casey College uses the tool provided by the Australian Council for Educational Research and this tool is approved by the Secretary under Section 82 VSL Rules

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LLN Assessment

All Vet Student Loans (VETSL) students must undertake a current Language, Literacy & Numeracy (LLN) Assessment during their onboarding unless they have met the requirements of Academic Suitability (above):

Section 82(1)(a),(b) and (c) VSL Rules

- Casey College of Beauty uses a valid and reliable tool provided by the Australian Council for Educational Research to assess the student's competence in reading and numeracy against the Australian Core Skills Framework; and
- The Language, Literacy & Numeracy (LLN) test provided by the Australian Council for Educational Research is approved by the Secretary under Section 82 of the VSL Rules and published on the Department's website; and
- Require that the Language, Literacy & Numeracy (LLN) test and the process of undertaking it to be conducted with honesty and integrity

Casey College must also reasonably believe the student displays competence in the Language, Literacy & Numeracy (LLN) test and is academically suited to undertake the course; and that the student has met all specified entry requirements for the Diploma in Beauty Therapy qualification.

Until Casey College of Beauty Therapy is satisfied that the Student has the appropriate Language, Literacy & Numeracy (LLN) skills to succeed, the Student is not a 'completed enrolment'.

Casey College of Beauty Therapy uses the approved Core Skills Profile for Adults as outlined in the Higher Education Support (VET) Guideline 2015

Language Literacy and Numeracy (LLN) Assessment Procedure

All of the Student's LLN skills except for oral communication and learning are assessed by the Student Support team, with the oral communication and learning skills assessed as part of the initial suitability interview, conducted by the Enrolment officer.

The enrolment staff will:

1. Complete the steps required to give student access to the LLN Assessment portal.
2. The student is to be made aware that they will need to provide their own

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computer and must have access to the camera and the internet.

3. Once Casey College identifies that a student needs to complete the Language, Literacy and Numeracy test the student is sent a notification with instructions on how to log in and commence the tests.
4. Use their own supplied computer with access to a microphone and camera
5. Connect to the internet
6. Enter the zoom meeting ID previously provided by the Casey College to the student
7. Provide photo identification (matching what was supplied at application)
8. This is to be held up to the camera to be verified by the Casey College staff member
9. Once authenticity is confirmed log in to the LLN Assessment Portal.
10. Complete the LLN Assessment
11. Results of the LLN test will be provided to the student after the completion of the assessment and will also be provided to the Department of Education upon request.
12. The student must display competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through the approved Language, Literacy and Numeracy test.
13. Should the student not reach Exit Level 3 or above in the Australian Core Skills Framework in both reading and numeracy, the student is provided with choices to enrol into another course (non VETSL) or alternatively to wait for the next intake to complete the test.

Casey College must also reasonably believe the student displays competence in the Language, Literacy and Numeracy test and is academically suited to undertake the course; and that the student has met all specified entry requirements for the Diploma in Beauty Therapy qualification.

The LLN Assessment results are printed and filed in the students physical file as well as stored on the J Drive under the VSL group the student is allocated into.

Results of a student's LLN test will be retained for at least 5 years.

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Document No:	VSL 1.1
Document:	VSL 1.1: Language, Literacy and Numeracy Policy and Procedure V1 10/01/2018, V2 6/1/2020, V3 15/3/2022
Quality Area:	Student Management
Responsibility:	CEO
Author:	Casey College of Beauty Therapy Pty Ltd
Status:	Approved
Version:	V2.0
Approval Date:	10/01/2018
Review Date:	1 year from approval
Relevance:	All staff of Casey College of Beauty Therapy Pty Ltd and prospective and current clients and students.
Circulation:	To be provided on the CCBT J Drive and in the Manuals in CCBT management office and the website