COLLECTIVE

TRAINING GROUP

Language, Literacy & Numeracy Assessment Policy

CURRENT VERSION	REVIEW DATE	PERSONS INVOLVED	NEW VERSION	AMENDMENTS
V1.0 / MARCH 2018	SEPTEMBER 2018	B. GREEN		Creation of policy for RTO audit
V1.1 / FEB 2021	JULY 2021	G.HOLDER	1.1	Policy reviewed by new training officer. Minor format changes. Document amended to reflect new UOC's.

INTRODUCTION

The Collective Training Group (CTG) has developed the *Language, Literacy & Numeracy Policy 2018 including the Assessment Tool 2018* to ensure compliance with The Standards for Registered Training Organisations (RTOs) 2015, specifically:

STANDARD 1

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

Clause 1.7

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.

The Collective Training Group must identify the language, literacy & Numeracy (LLN) skills of each Learner who wishes to enrol in study options, to:

- Ensure Learners are suitably skilled to participate in study at the level offered

- Offer support to those Learners who require additional assistance

AUSTRALIAN CORE SKILLS FRAMEWORK

The Australian Core Skills Framework (ASCF) provides a comprehensive guide for assessing the LLN skills of individual Learners against the 5 core skills of:

- Learning

- Reading

- Writing

- Oral Communication

- Numeracy

There are 5 levels of LLN proficiency for each core skill outlined by the ASCF, 5 being the highest proficiency. The levels are used to gauge the LLN skills of the Learner and are mapped against the requirements of the qualification / unit of competency to indicate the LLN skill level required of the Learner to engage in study. The Collective Training Group has designed an *LLN Learner Assessment Tool* based on the ACSF for assessing Learner LLN competency.

LEARNER SUPPORT

Each individual Learner must demonstrate that they have the skills necessary to meet the LLN requirements of the chosen course of study prior to enrolment. If LLN support is required, the Training Officer will discuss the following options with the Learner.

Internal Support options available –

- Additional support with learning and assessment material

- Student peer support arrangement

- One on one interviews with Trainers and Assessors

- Mentor arrangement

- Scheduled meetings with Trainer and Assessors using telephone, face time, skype

External support options available –

- Reading Writing Hotline https://www.readingwritinghotline.edu.au/

- Read Write Now http://www.read-write-now.org/

- DFS Literacy & Clinical Services https://dsf.net.au/

- English as a Second Language (ESL) Course – North Metropolitan TAFE

    http://www.northmetrotafe.wa.edu.au/content/esl-enrolment-dates

Please note, it is the responsibility of each individual Learner to engage with external support options, this includes the cost of engaging with external providers.

MAPPING

The Collective Training Group has mapped all current units of competency on scope against the ACSF Performance Variables Grid and identified the LLN Levels Learners must meet. Learners must demonstrate competency to at least the minimum level listed below:

UNITS OF COMPETENCY CERTIFICATE III LEVEL	ACSF MINIMUM LEVEL
BSBWHS307 *Apply knowledge of WHS laws in the workplace*	Performance Level 3 in each of the following variables: • Support • Context • Text Complexity • Task Complexity
BSBWHS308 *Participate in WHS hazard identification, risk assessment and risk control processes*	Performance Level 3 in each of the following variables: • Support • Context • Text Complexity • Task Complexity
BSBWHS309 *Contribute effectively to WHS communication and consultation processes*	Performance Level 3 in each of the following variables: • Support • Context • Text Complexity • Task Complexity
BSBWHS310 *Contribute to WHS issue-resolution processes*	Performance Level 3 in each of the following variables: • Support • Context • Text Complexity • Task Complexity
BSBWHS416 *Contribute to workplace incident response*	Performance Level 3 in each of the following variables: • Support • Context • Text Complexity • Task Complexity

*** ACSF minimum levels encompass all disciplines: Learning, Reading, Writing, Oral Communication & Numeracy.

ACSF PERFORMANCE VARIABLES GRID

ACSF PERFORMANCE VARIABLES GRID					
		SUPPORT	CONTEXT	TEXT COMPLEXITY	TASK COMPLEXITY
FIVE LEVELS OF PERFORMANCE	1	Works alongside an expert/mentor where prompting and advice can be provided	Highly familiar contexts Concrete and immediate Very restricted range of contexts	Short and simple Highly explicit purpose Limited, highly familiar vocabulary	Concrete tasks of 1 or 2 steps Processes include locating, recognising
	2	May work with an expert/mentor where support is available if requested	Familiar and predictable contexts Limited range of contexts	Simple familiar texts with clear purpose Familiar vocabulary	Explicit tasks involving a limited number of familiar steps Processes include identifying, simple interpreting, simple sequencing
	3	Works independently and uses own familiar support resources	Range of familiar contexts Some less familiar contexts Some specialisation in familiar/known contexts	Routine texts May include some unfamiliar elements, embedded information, and abstraction Includes some specialised vocabulary	Tasks involving a number of steps Processes include sequencing, integrating, interpreting, simple extrapolating, simple inferencing, simple abstracting
	4	Works independently and initiates and uses support from a range of established resources	Range of contexts, including some that are unfamiliar and/or unpredictable Some specialisation in less familiar/known contexts	Complex texts Embedded information Includes specialised vocabulary Includes abstraction and symbolism	Complex task organisation and analysis involving application of a number of steps Processes include extracting, extrapolating, inferencing, reflecting, abstracting
	5	Autonomous learner who accesses and evaluates support from a broad range of sources	Broad range of contexts Adaptability within and across contexts Specialisation in one or more contexts	Highly complex texts Highly embedded information Includes highly specialized language and symbolism	Sophisticated task conceptualisation, organisation, and analysis Processes include synthesising, critically reflecting, evaluating, recommending

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LLN LEARNER ASSESSMENT TOOL

All Learners must complete the LLN Assessment Tool wishing to enrol in a course of study. The LLN Assessment Tool is a generic document designed to be generic as not to disadvantage any Leaner. The results of the assessment will be compared to the LLN requirements of the course of study chosen, the results of the assessment will then be provided to the Learner.

LLN LEARNER ASSESSMENT TOOL INSTRUCTIONS

Learners must read all instructions carefully before beginning the assessment.

PART 1 – LEARNING & ORAL COMMUNICATION

ACSF CORE SKILLS ASSESSED

Learning 3.01 / 3.02

Oral Communication 3.07 / 3.08

PART 2 – READING & WRITING

ACSF CORE SKILLS ASSESSED

Reading 3.03 / 3.04

Writing 3.05 / 3.06

PART 3 – NUMERACY

ACSF CORE SKILLS ASSESSED

Numeracy 3.09 / 3.10 / 3.11

COLLECTIVE

TRAINING GROUP

Language, Literacy & Numeracy Assessment Tool

ASSESSMENT INTRODUCTION

The following language, literacy, and numeracy (LLN) assessment is designed to identify LLN proficiency among Learners prior to enrolment. LLN proficiency is assessed to ensure suitable and adequate LLN support is made available should it be required. All Learners considering enrolling in a course of study must complete the LLN assessment.

ASSESSMENT INSTRUCTIONS

Learners will participate in a conversation with a Trainer and Assessor before moving on to Part 2 and Part 3 to complete independently. Learners are encouraged to complete this assessment honestly and independently. Learners are encouraged to self-identify current LLN difficulties they may experience prior to completing the assessment.

LEARNER INSTRUCTIONS

The Trainer & Assessor will verbally ask the following questions and write the answers provided in the spaces below.

QUESTION 1

When engaging in a new learning process ie: Learning a new skill or understanding new information, describe your strengths as a Learner.

QUESTION 2

When engaging in a new learning process ie: Learning a new skill or understanding new information, describe your weaknesses as a Learner.

QUESTION 3

When engaging in a new learning process ie: Learning a new skill or understanding new information, describe your needs as a Learner.

QUESTION 4

In what year did you leave school?

QUESTION 5

What is the highest level of education successfully completed? Ie: Higher school certificate, Certificate level 1, 2, 3, 4, bachelor's Degree, master's Degree, Doctorate.

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QUESTION 6

List your occupation/s for the past 10 years and the length of time in each role.

QUESTION 7

Describe the skills you already have that assist you in the workplace and are transferrable to your chosen field of study.

QUESTION 8

Describe how you best learn ie: through discussion, visually, in depth reading.

QUESTION 9

What personal and/ or career goals are you seeking to achieve by enrolling to study?

QUESTION 10

Enrolling to study as an adult can be challenging at times. Can you identify some expected challenges you may face and importantly, describe how will you over come them?

QUESTION 11

Prioritising study commitments, personal life and career responsibilities is an important skill. Describe your ability to prioritise, what steps do you take to ensure all important tasks in your life are complete within a reasonable timeframe?

QUESTION 12

Information Communication Technology (ICT) ie: Email, internet, smart phone, communication software is essential for successful completion of your chosen course of study. Describe your ability to use ICT tools, including the strengths and limitations of this technology.

QUESTION 13

Engaging in your chosen course of study will likely require independent research. What resources wold you use to conduct research? What are some considerations when evaluating materials found?

QUESTION 14

Do you have prior knowledge in the subject area you have chosen to study? Ie: Experience or knowledge gained through work. If so, describe how this will be advantageous.

QUESTION 15

Describe the importance of feedback on performance. Upon receiving feedback from a trusted source, what actions do you general take when related to work or study processes?

QUESTION 16

In the workplace, who would you approach to discuss an issue with if you were unsure of the best course of action? Justify your response.

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QUESTION 17

Learner to complete the Self Reflection table below.
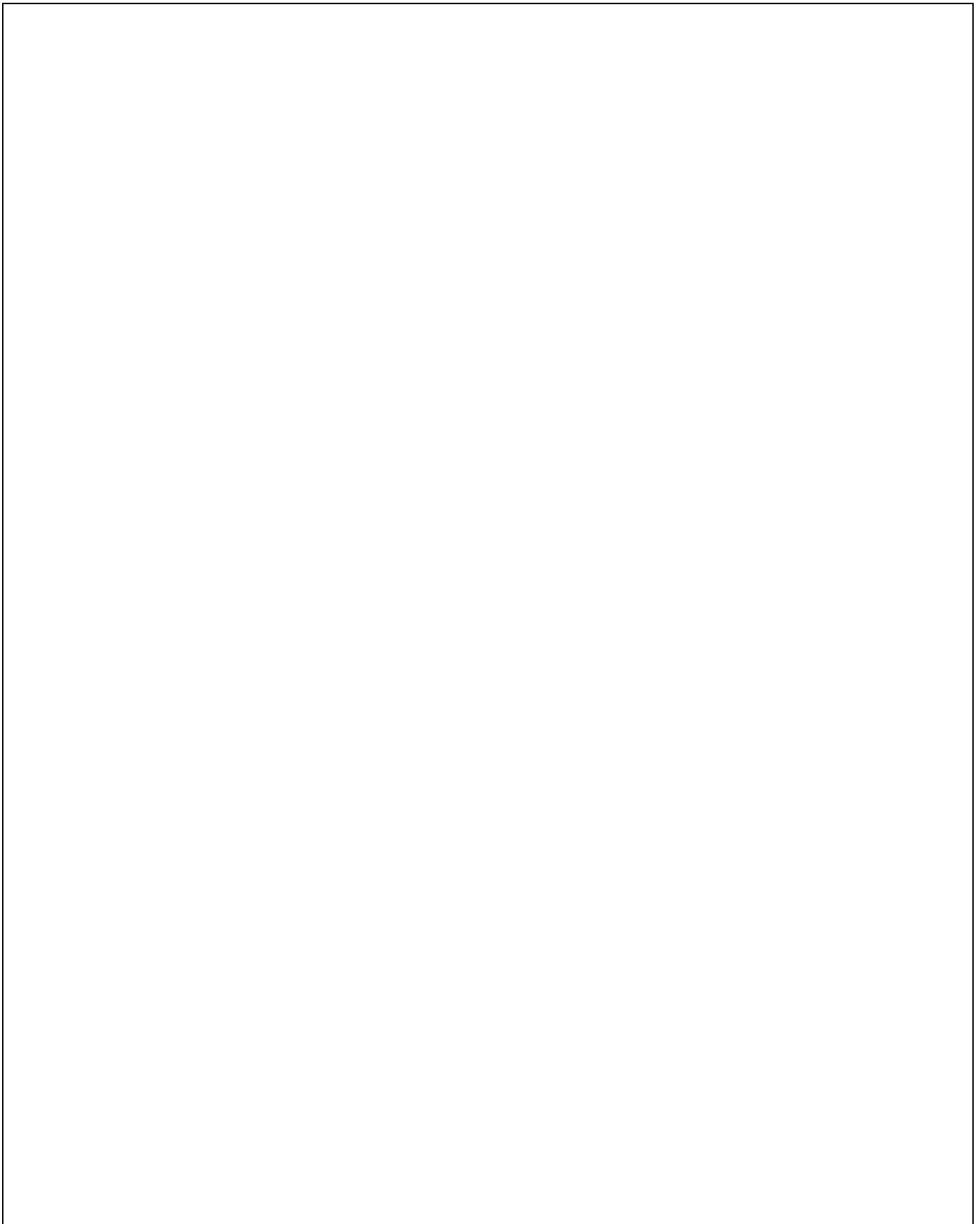
	QUESTION	YES	I MAY NEED HELP	NO
A	I can easily read my textbook / online electronic learning material?			
B	I can write short written answers up to 100 words			
C	I can write long written answers up to 500 words			
D	I can give a presentation in front of an audience?			
E	I can give a presentation online using software such as Skype or Zoom?			
F	I can learn new terminology and vocabulary easily			
G	I can understand graphs and charts			
H	I can calculate percentages and fractions			
I	I can organise my time for work and study			
J	I can use computer software such as Microsoft Word to prepare word documents			
K	I can read and find information in a newspaper			
L	I read and understand my roster for work			
M	I use the internet regularly to seek information			
N	I am a confident reader, write well and can spell accurately			

QUESTION 18

Do you require support with information and communications technology (ICT) ie: Using a computer to complete assessment requirements? If so, please comment the type and level of support you would find most helpful.

QUESTION 19

If you answered YES to any of the above statements, describe using examples how you feel you would be best supported with the areas you have identified required attention.

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QUESTION 20

Do you have any other special learning needs that may require support? This includes but is not limited to, physical ability, cultural barriers or past educational experiences. If so, please provide details below:

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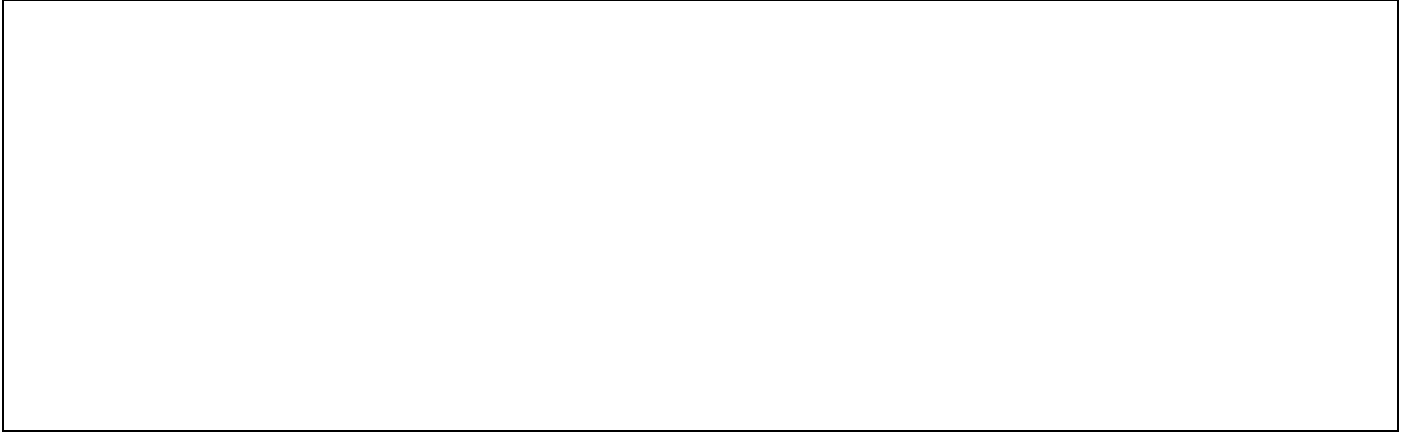
QUESTION 1

Look closely at the advertisement below, consider the image, its purpose, message, and intent. Answer the following questions.
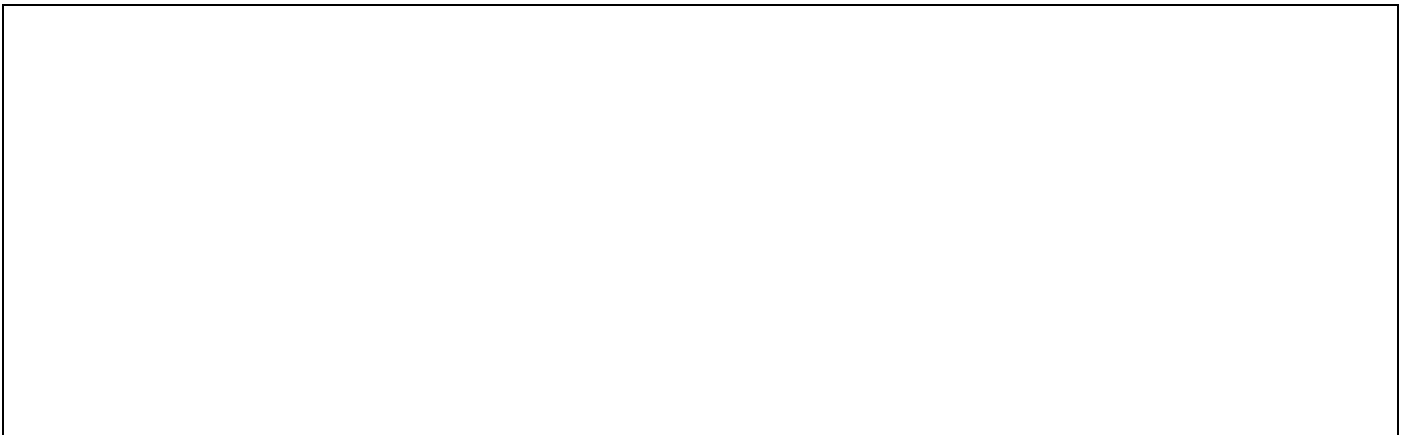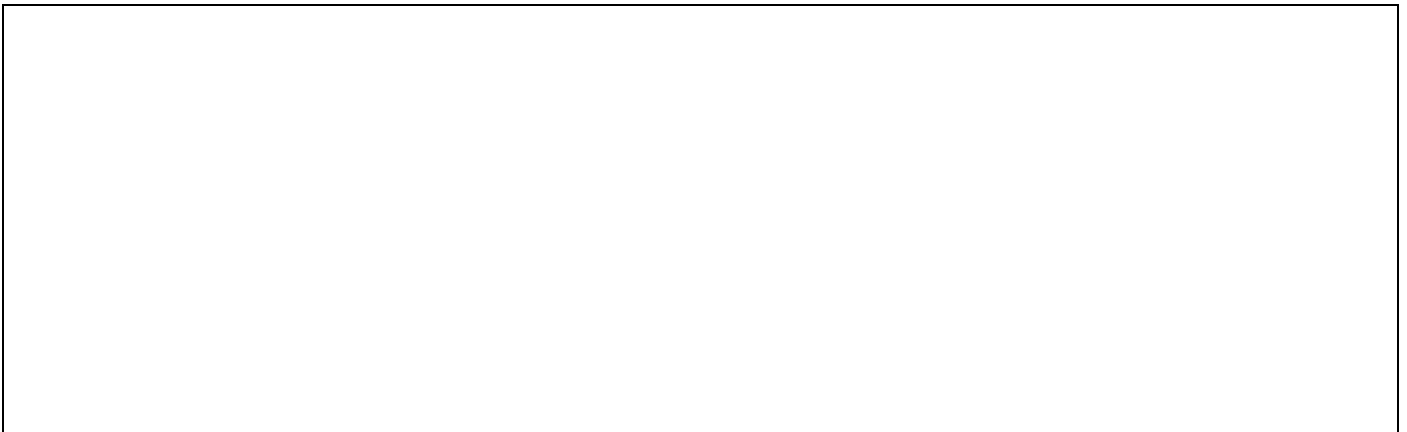
Advertisement A

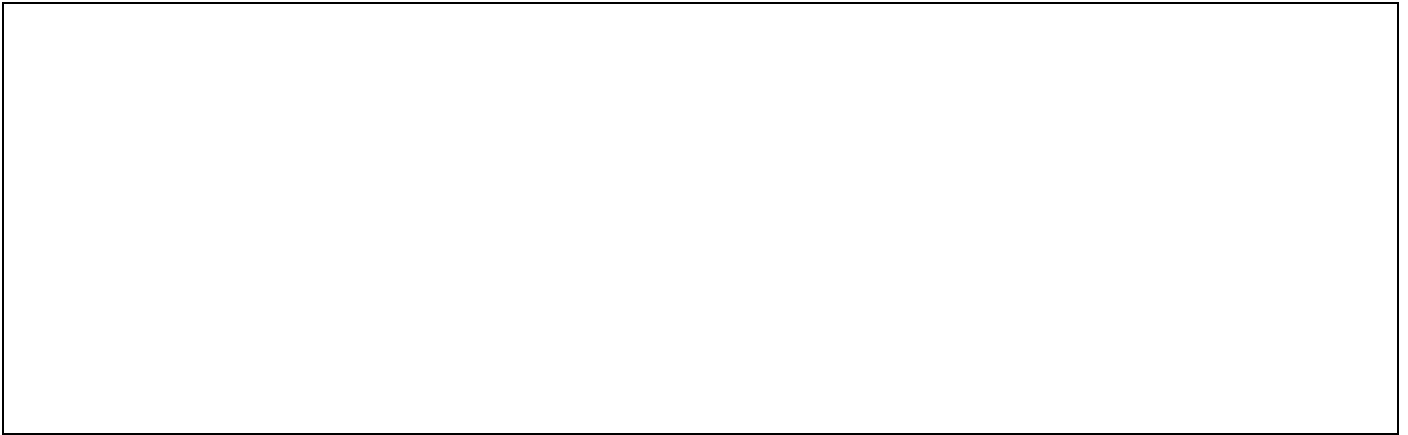**A)** Who is the intended audience of this image?

B) What is the intended purpose of this image?

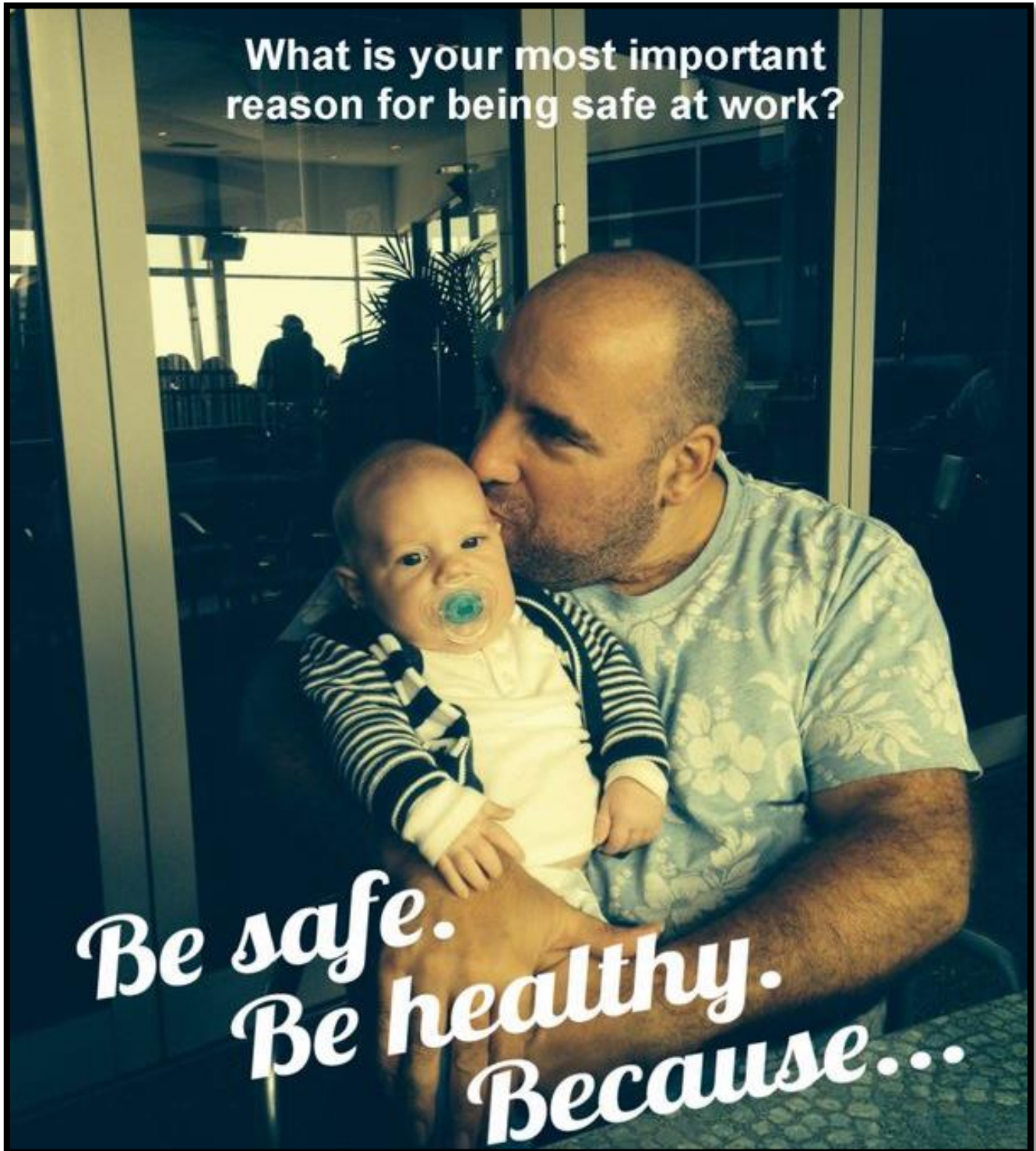**C)** What is the main message being addressed in the image?

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D) Comment on the effectiveness of the advertisement. Justify your response.
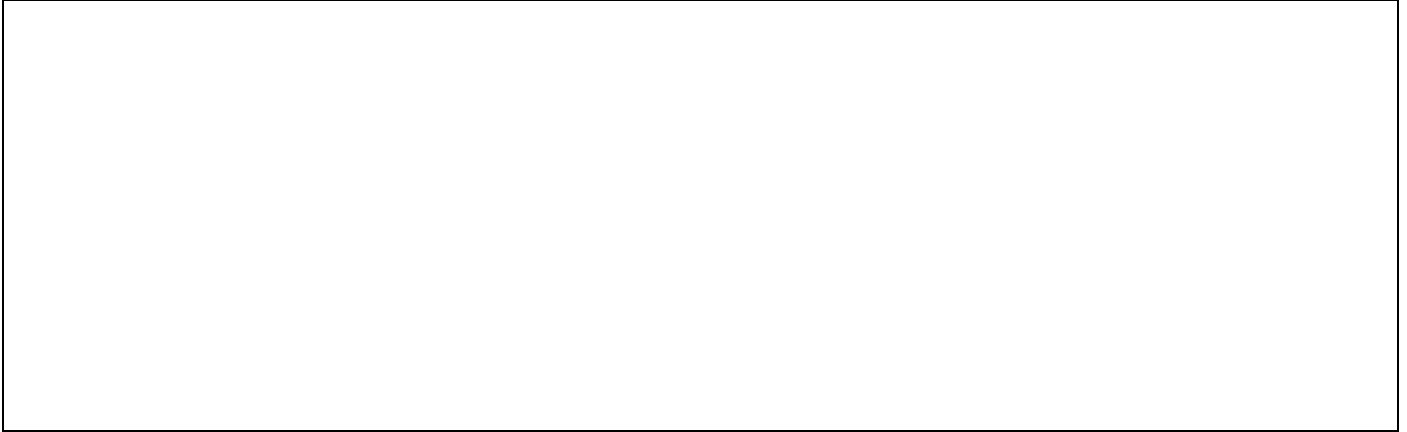
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QUESTION 2

Look closely at the advertisement below, consider the image, its purpose, message, and intent. Answer the following questions.
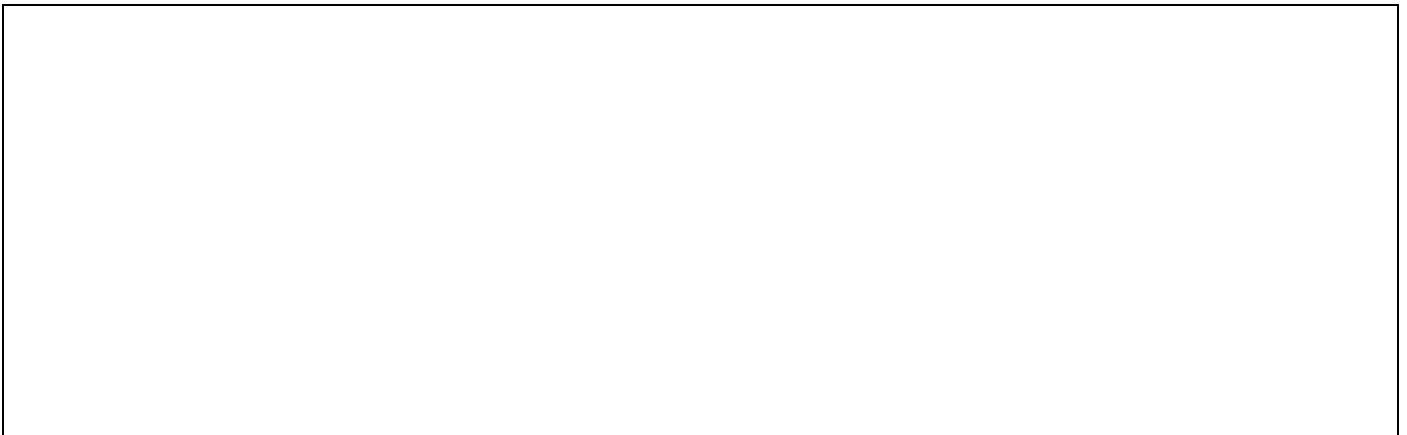
Advertisement B

A) Who is the intended audience of this advertisement?

B) What is the intended message of this advertisement?

C) Compared to ADVERTISEMENT A, is this image more effective in its message delivery, or less effective in it message delivery? Justify your response.

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PART 2 (B)

The following information will be familiar to prison officers and those working within the Department of Justice. Read and understand the following information carefully before answering the associated questions.

Services

The Department of Justice, responsible to the Attorney General, provides the following services to the State Government and people of Western Australia:

1	Administration of courts, tribunals, and boards
2	Registration of births, deaths, marriages, and changes of name
3	Advocacy, guardianship, and administration services
4	Trustee services
5	Legal, legislative drafting, policy, and multi-agency coordination for government

Operating Locations

The Department of the Attorney General head office operates from 28 Barrack Street, Perth.

The Department provides court and tribunal services through 13 metropolitan and 21 regional locations in WA as displayed in the image below:

Role

The Department supports the community, Western Australian Government, judiciary, and Parliament through the provision of access to high quality justice and legal services, information, and products.

The Department is the agency principally responsible for assisting the Attorney General in developing and implementing Government policy and the administration and compliance with approximately 200 Acts. The Department has a diverse range of services, which include:

1	Court and tribunal services
2	Advocacy, guardianship, and administration services
3	Trustee services
4	Birth, death, and marriage registrations
5	Services to Government, including policy, legal and Parliamentary drafting

Services provided have the potential to affect almost all Western Australians. As such, we work hard to ensure effective:

1	Assistance and infrastructure for the community and judiciary that enables cases to be progressed, orders to be enforced and victims to be supported and counselled
2	Access to accurate, permanent, and confidential records of births, deaths and marriages by the community and Government
3	Legal advice and legislative preparation are available to help Government service the community
4	Protection for people with decision-making disabilities and equitable access to trustee services
5	Strategic policy advice to Government on justice, victims of crime and law and order issues
6	Departmental services appropriate to the needs of the diverse population of the State

We also lead and influence justice reform and strategic policy development for the State. We do this professionally by collaborating internally and with other agencies to make our services efficiently and effectively accessible, timely and relevant to the needs of our client community groups.

We are continuously improving our services to understand and meet client and community needs in a way that reflects their geographic, cultural, and demographic diversity. This includes developing better mechanisms for resolving justice issues, cross-government co-operation that supports better justice outcomes, and developing more efficient business processes and integrated systems.

Financial Summary

Expenses	Original Budget 2016/17 $000	Revised Budget 2016/17 $000	Actual Expenditure 2016/17 $000
1. Court and Tribunal services	391,993	401,053	380,140
2. Advocacy, Guardianship and Administration services	6,689	7,181	7,119
3. Trustee Services	22,316	22,222	23,127
4. Births, Deaths and Marriages	8,062	8,586	7,150
5. Services to Government	73,761	83,094	91,576
6. Legal Aid Assistance	39,356	43,461	43,537
Total Cost of Services	542,177	565,597	552,649

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QUESTION 1

The Department of Justice is responsible to which higher authority?

QUESTION 2

The head office of The Department of the Attorney General is located where?

QUESTION 3

In total, how many court, and tribunal services, are offered throughout WA?

QUESTION 4

The Department is continuously improving services provided to understand and meet client and community needs that reflect:

A)

B)

C)

QUESTION 5

What was the original budget for *Legal Aid Assistance* in 2016/17?

QUESTION 6

What was the revised budget for *Court and Tribunal Services* in 2016/17

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QUESTION 1

Choose one of the following statements and write a response using:

- Paragraphs

- Correct spelling

- Sentence structure

- Punctuation

- Justification for your opinion

Your response must be comprehensive, write as much as possible.

Statement 1

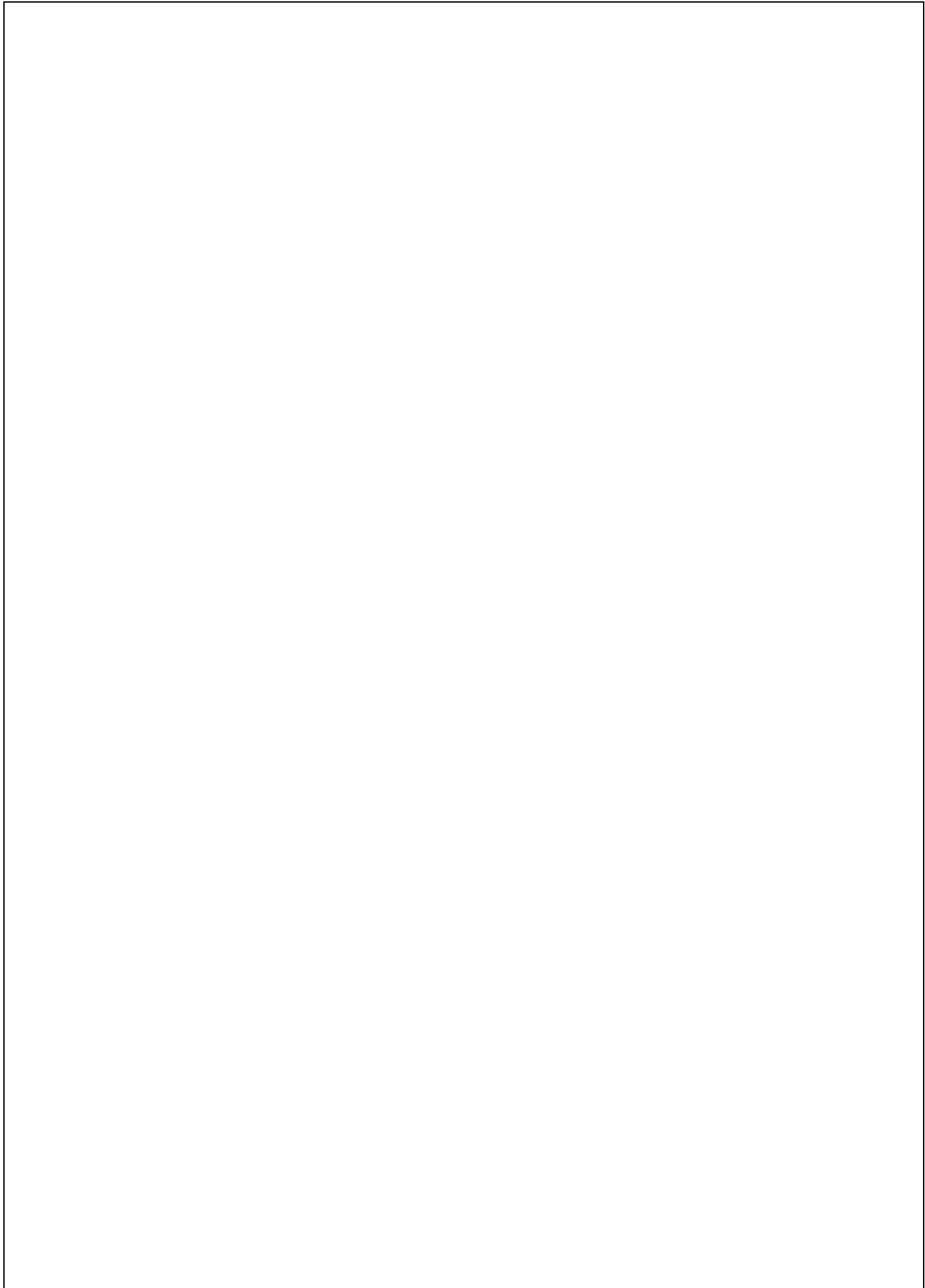*Prison officers are the key component for rehabilitating prisoners.*

Statement 2

Smoking should be banned in all WA prisons for staff and prisoners alike.

Statement 3

Prisoners should receive lesser sentences to ease increasing muster pressures on WA prisons.

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The statement I have chosen is:

PART 3

QUESTION 1

Unleaded petrol costs $1.34 per litre. Your car costs $75.00 to fill from empty. How many litres of unleaded petrol does your tank hold to the nearest whole litre? Show your working out.

QUESTION 2

The table below shows the prisoner population for Bandyup Women's Prison over a 12-month period. Read the information presented and answer the following questions.

MONTH	TOTAL PRISONER POPULATION	PRISON CAPACITY
JANUARY	282	321
FEBRUARY	275	321
MARCH	276	321
APRIL	282	321
MAY	286	321
JUNE	289	321
JULY	289	321
AUGUST	288	321
SEPTEMBER	281	321
OCTOBER	280	321
NOVEMBER	279	321
DECEMBER	276	321

A) What month had the lowest total number of prisoners?

B) What month had the highest total number of prisoners?

C) The month of December saw the total number of prisoners reach 315. Bandyup Women's Prison has a maximum capacity of 321. As a percentage, how full was the prison?

Highlight the correct answer below (to the nearest whole decimal)

1) 95%

2) 98%

3) 99%

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D) In what months was the prisoner population identical?

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E) What is the difference between the highest prisoner population and the lowest prisoner population?

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F) What is the general trend in total prisoner population from January through to December?

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QUESTION 3

A) Complete the following table.

24 HOUR TIME	12 HOUR TIME
1300	
	2:00 am
1830	
	11:35 pm
2045	
	10:55 am
0010	
	A quarter past 12 noon
Nine seventeen AM	
	Ten minutes to five PM
50 minutes have past since four twenty PM	

B) Convert the following measurements from MM to CM.

MM	CM
10	
105	
8	
1000	
48	
22000	
150	

C) Convert the following measurements from M to KM.

M	KM
1,000	
1152	
2108	
33358	
45216	
800	
250	

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D) Complete the following table.

FRACTION	PERCENTAGE	DECIMAL
½		
	75%	
1/3		
		0.1
2/4		
		0.2
¾		

QUESTION 4

Cassandra has a choice, she can purchase 5.8 L of milk in a single large container from a bulk goods wholesaler, but it will not fit in her fridge.

Alternatively, Cassandra can purchase smaller 485 ml containers for 60 cents each.

A) How many smaller containers will Cassandra have to purchase to at least have 5.8 L of milk? Show your working.

B) If Cassandra bought the 5.8 L container of milk it would cost her a total of $6.95.

If Cassandra decided to purchase individual 485 ml containers of milk for convenience, giving her at least 5.8 L of milk, how much change would she receive if she used a $10.00 note to pay for the milk?

QUESTION 2

A) Nixon is a Prison Officer earning $38.20 per hour, after tax. Nixon works 10 x 12 hour shifts per roster cycle. There are 17 roster cycles per year.

How much does Nixon make per year after tax? Show your working.

B) On average, how much money does Nixon make per calendar week, per year, after tax? Show your working.

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C) Nixon decided he wants to invest one quarter of his annual salary, after tax, in the share market.

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D) If Nixon received a 10% income on investments, how much profit has Nixon made?

LLN Assessment Result

CORE SKILL	ACSF MINIMUM PERFORMANCE LEVEL ACHIEVED	LLN SUPPORT REQUIRED?	TYPE OF SUPPORT
Learning	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐	YES ☐ NO ☐	INTERNAL ☐ EXTERNAL ☐
Oral Communication	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐	YES ☐ NO ☐	INTERNAL ☐ EXTERNAL ☐
Reading	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐	YES ☐ NO ☐	INTERNAL ☐ EXTERNAL ☐
Writing	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐	YES ☐ NO ☐	INTERNAL ☐ EXTERNAL ☐
Numeracy	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐	YES ☐ NO ☐	INTERNAL ☐ EXTERNAL ☐

Trainer & Assessor Recommendations

JUSTIFICATION TO SUPPORT LLN REQUIREMENT

SUGGESTED TYPE/S OF LLN SUPPORT

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