

Introduction	<p>ATTAR understands the importance of skills in English language, literacy and numeracy (LLN) and recognises that many adults do not have the LLN skills they need to effectively participate in training and workplace communication.</p> <p>ATTAR also recognises its obligation to ensure as much as possible, that Students enrolled in ATTAR Training Courses are given the opportunity to learn, based on their current skills in LLN.</p>
Purpose	<p>The purpose of the ATTAR Language Literacy & Numeracy Policy is to ensure that ATTAR Employees can identify LLN skill levels and assist Students with LLN skill needs, in order to provide them with as much opportunity as possible to learn when attending ATTAR Training Courses.</p>
Who does this apply to?	<p>The ATTAR Language Literacy & Numeracy Policy applies to all ATTAR Employees involved in the development, delivery, assessment and review of training at ATTAR.</p> <p>The ATTAR Language Literacy & Numeracy Policy also applies to Students and potential Students of ATTAR Training Courses and is communicated to them at enquiry or enrolment stage.</p>
ATTAR's Responsibility	<p>ATTAR has the responsibility to:</p> <ul style="list-style-type: none">• Promote the ATTAR Language Literacy & Numeracy Policy to Students at initial enquiry, before the ATTAR Training Course commences and of the availability of confidential assistance if they have LLN problems;• ensure that ATTAR Employees can identify Students with LLN problems and can implement appropriate strategies to assist them with their learning on ATTAR Training Courses;• ensure that LLN issues are considered during development of ATTAR Training Courses;• provide relevant staff development opportunities and publications for ATTAR Employees to ensure their continued awareness of and competence with regard to LLN requirements; and• foster links with professional organisations for the referral of Students with LLN problems;
Managers & Employees Responsibility	<p>All ATTAR Managers & Employees (working with ATTAR Training Courses) have the responsibility to:</p> <ul style="list-style-type: none">• Promote the ATTAR Language Literacy & Numeracy Policy to Students at initial enquiry, before the ATTAR Training Course commences and of the availability of confidential assistance if they have LLN problems• identify Students LLN skill level;• provide Students with as much opportunity as possible to learn given their current LLN skill levels;• refer Students to professional organisations specialising in LLN skills; and• escalate any LLN problems to the Technical Director for final approval on strategy.
Needs Identification	<p>Identification of training needs is to be undertaken using English LLN competencies, which are needed to effectively participate in ATTAR Training Courses.</p> <p>ATTAR will endeavour to establish Students LLN information prior to course commencement, however should a Student's LLN needs not be identified until the course has commenced, ATTAR will analyse these needs and provide a strategy for assistance.</p>
Needs Identification cont.	<p>Where it is not possible to meet the Students LLN needs, ATTAR will refer the participant to a professional organisation specialising in LLN for further assistance and will provide the participant with a refund or a credit toward participating in an ATTAR Training Course at a later date.</p> <p>ATTAR provides a number of tools and tests to assess LLN needs of potential Students. These</p>

tools are available on the ATTAR website, www.attar.com.au and include:

- **Pre Course Math Revision – Questions Worksheet**, including samples of typical Non Destructive Testing (NDT) trigonometry and algebra calculations; and
- **Pre Course LLN Revision – Questions Worksheet**, based around a Non Destructive Testing (NDT) Glossary of terms.

Potential Students will be prompted to complete these as part of their enrolment process. These tests are available on the ATTAR website, as are answers to allow Students the opportunity to assess their knowledge level.

Students will also be asked to tick a 'checkbox' indicating that they have completed the LLN tests and have the required level of LLN skill before their enrolment will be allowed to proceed.

Equal Access

ATTAR does not discriminate against Students or potential Students who have been identified as having low LLN skills. ATTAR will however, refer the participant or potential participant to a professional organisation specialising in LLN for further assistance.

Ultimately it is the choice of the participant as to whether or not they proceed with the enrolment. In a situation where ATTAR has advised against proceeding until LLN skills reach an appropriate level, ATTAR will not be obliged to offer the participant a refund or a credit toward participating in an ATTAR Training Course at a later date.

Confidentiality

All information relating to Students regarding LLN will be treated as confidential and in accordance with the **ATTAR Privacy Policy**.

Limitations

ATTAR may be obliged to advise against a participant enrolling in an ATTAR Training Course due to identifying a low level of LLN skill.

A number of courses ATTAR provides are delivered and assessed in accordance with Australian and International Standards that stipulate, (in part due to Occupational Health & Safety reasons) a required level of autonomy and LLN skills.

Ultimately it is the choice of the participant as to whether or not they proceed with the enrolment. In a situation where ATTAR has advised against proceeding until LLN skills reach an appropriate level, ATTAR will not be obliged to offer the participant a refund or a credit toward participating in an ATTAR Training Course at a later date.

Referral

ATTAR will refer Students to professional organisations such as Adult Education Institutions.

Related Documents

Pre-Course Math Revision Questions Worksheet
Pre-Course Math Revision Answers Worksheet
Pre-Course LLN Revision Questions Worksheet
Pre-Course LLN Revision Answers Worksheet
ATTAR Privacy Policy

Further Information

Further information can be obtained from www.training.com.au