

## Language, Literacy and Numeracy Policy

### Purpose

This policy will provide guidelines for the identification of student requirements for Language, Literacy and Numeracy (LLN) support and implement support as required. ELC Career College is committed to ensuring that no student is disadvantaged as a result of LLN support needs and where necessary will make reasonable adjustments to accommodate individual needs.

### Policy

ELC Career College is committed to providing guidance or support to those students who need support relating to language, literacy or numeracy. ELCs foundation is the provision of English and vocational courses to international students. The majority of students attending will have English as a second language. Students entering vocational courses are required to have a minimum of 5.5 IELTS level, to enrol. ELC has a policy of evaluating students, through the English Language Assessment Policy, to determine the appropriate type and level of support that may be required in relation to language, literacy and numeracy (LLN) skills. Where LLN support has been identified, ELC will implement an individual support plan that includes agreed strategies to assist individual students. These strategies might include (but are not limited to):

- providing activities to develop LLN skills
- giving extra assessment support (where questions can be discussed in depth)
- providing extra time to complete assessments

### Resources

ELC Career College commits to providing resources for teachers and trainers to use to assess student's LLN needs. These resources will also be used to support and nurture the LLN needs of the students enrolled. LLN resource libraries can be found in the office of each teaching department, shall be added to on a continual basis. In addition, ELC students have access to free English language classes on Fridays.