



## Language, Literacy and Numeracy

We aim at all times to provide a positive and rewarding learning experience for all of its students. Our enrolment form asks you to provide information regarding your LL&N requirements or any other special learning needs. In the event of LL&N becoming an issue, the Administration Staff will contact the student to discuss their requirements.

You must ensure that they have discussed with the Administration Staff any concerns they may have about your capacity to participate because of any Language, Literacy or Numeracy difficulties.

Where language, literacy and numeracy competency is essential for course students, we will make every effort to ensure that you are adequately supported to enable them to complete their training. Some examples of the type of support that we can offer include:

### Literacy

- Providing students only essential writing tasks
- Provide handouts in an audio format via either cassette tape or on CD
- Consider the use of group exercises so that the responsibility for writing rests with more than one person
- Provide examples and models of completed tasks
- Ensure that documents and forms are written and formatted in plain English
- Use clear headings, highlight certain key words or phrases and provide explanations of all technical terms used
- Assessments can be conducted using the interview technique where required

### Language

- Present information in small chunks
- Speak clearly, concisely and not too quickly
- Give clear instructions in a logical sequence
- Give lots of practical examples
- Encourage students to ask questions
- Ask all questions to ensure students understand

### Numeracy

- Ask students to identify in words, what the exact problem is and how they might solve it
- Show students how to do the calculations through step by step instructions and through examples of completed calculations
- Help students to work out what math's/calculations/measurements are required to complete the task
- Encourage the use of calculators and demonstrate how to use them.