Identifying Learning Needs
Policy and Procedures

Policy

1. This policy supports the Standards for Registered Training Organisations (RTOs) 2015 - Standard 1 and 3 and Standards P3.1 and P3.2 of the ELICOS Standards 2018.
2. This policy is to ensure the College'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
3. The College will determine 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 or the requirements of the ELICOS General English or English for Academic Purposes (EAP) Curriculum.
4. The College establishes the needs of learners, and delivers services to meet these needs.
5. This policy outlines the process for assessing learner needs.
6. This policy applies to the College's students and staff.
7. The CEO is responsible for the implementation of this policy and to ensure that staff and students are aware of its application and that staff implement its requirements.

Procedures

Purpose

The purpose of this procedure is to identify the general methodology to be used when identifying learning needs.

For all students, information about the individual needs of learners is gathered formally during the enrolment process and / or Language, Literacy and Numeracy (LLN) testing.

The application of reasonable adjustment will be applied when deemed necessary.

Responsibility

The CEO is responsible for the implementation of this procedure and to ensure that staff are aware of its application and implement its requirements.

Requirements

The College must ensure that in developing, adapting or delivering training and/or assessment products and services:

- Methods used to identify learning needs, and methods for designing training and assessment, are documented
- The requirements of the Training Package or accredited course or ELICOS courses are met
- Core and elective units, as appropriate, are identified
- Customisation meets the requirements specified in the relevant Training Package or, for accredited courses or ELICOS courses.

- Language, literacy and numeracy (LLN) requirements develop the learning capacity of the individual and are consistent with the essential requirements for workplace performance specified in the relevant units of competency or outcomes of accredited courses
- Delivery modes and training and assessment materials which meet the needs of a diverse range of learners are identified
- Where assessment or training is conducted on-line or by distance, the College has effective strategies for learner support, monitoring and assessment

Method

1. The enrolment team will review the individual training needs with the student and identify appropriate training content, level and pathways (core and elective units for VET courses).
2. The enrolment team will conduct a pre training review of each student's previous education and training and for VET students identify any RPL or Credit Transfers that may be applicable. The enrolment team will ensure that international students meet the student's chosen course's entry requirements including the English language proficiency. An application form, among others, is to capture details of students' extra/ special assistance/ support needs if applicable.
3. The Enrolment Officer will organise an LLN test for domestic/ other temporary visa holder students to assess language, literacy and numeracy levels and requirements of learners. Students will be given appropriate assistance if required which is then discussed with the Trainer. Generally, if a student has completed VCE or a Certificate IV level qualification or completed year 12 or equivalent and had IELTS level as per entry requirement for a course for International students, their language, literacy and numeracy could be assumed as sufficient unless the proposed qualification has high demands in numeracy and literacy so an LLN test may not be required.
4. Domestic/ other temporary visa holder students are required to meet the College's requirement of Language, Literacy and Numeracy (LLN) Skills. VET Courses require proficiency in speaking, listening, writing and reading in English. Students must complete and pass an LLN test prior to commencing the course and demonstrate language proficiency equivalent to the level of the course they are commencing.
5. If the LLN test result is not up to the required level of a VET course outcome, learners will be offered an additional English course before commencing their chosen VET Course
6. The Enrolment team will enrol the student in an appropriate course based on the learners training needs, pre-training review and language literacy and numeracy levels or test outcome, in consultation with each student.
7. This individual learners needs are then passed onto the Trainers who will, in conjunction with the Director of Studies/ ELICOS Coordinator, if necessary, determine 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 or the requirements of the ELICOS General English or English for Academic Purposes (EAP) Curriculum. For VET students, this is documented on the student's Individual Training Plan. For ELICOS students, this is documented in the student's Individual Learning Plan.
8. As per the College's Training and Assessment Strategies, the application of reasonable adjustment will be applied when deemed necessary, the below table gives some examples:

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Type of special need	Examples of difficulties	Possible reasonable adjustments
Special Considerations due to self declared medical/pre existing conditions as per leaner's application form	As per learners declaration (example chronic fatigue syndrome, depressive illnesses)	Adjustments for training and assessment schedule, this will be noted in the learners Individual Training Plan Flexible delivery times

8. The student's Individual Training Plans/ Individual Learning Plans are kept by the VET trainers/ ELICOS trainers in the Student's Assessment Folder.

For ELICOS Students
   a. students are placed in a class appropriate to their current language proficiency level, learning goals and learning needs and consistent with their written agreement. The college's English Language Placement Test is used to determine student's current language proficiency level. When doing this the college is to maintain compliance with the other relevant legislation/ regulations including by making sure international students who want to concurrently study an ELICOS course at the college are enrolled as international students and are required to comply with the compliance requirements for international students.
   b. where a special need is identified for a student, arrangements are put in place to address the need and support the student to learn effectively. The special need and arrangements to address the need and support the student to learn effectively are documented in the student's Individual Learning Plan.
   c. teacher-to-student ratios do not exceed 1:18 per class
   d. students are informed of the outcomes to be achieved from the course and, for each learning block, the learning outcomes for that block. At the beginning of each ELICOS course level, each ELICOS student is provided with a Learning Outcomes Declaration Form for the student's relevant ELICOS course level that contains the course and weekly learning outcomes. This form is provided by the relevant ELICOS teacher and to be signed by both the ELICOS teacher and student. A copy of the form will be kept in the student's file.

ELICOS trainers will be allowed to:
   a. customise teaching to student needs
   b. access the resources required for delivery of the course
   c. research course content and developments in English language teaching to meet student needs.