ABS Policy Document

200. Students & Courses
210. Enrolment

212 Student's Learning Support Needs

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Approved by: Nicolaas Bagijn

1. Policy Statement

ABS 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.

To achieve this, ABS will:

• identify any support individual learners need prior to their enrolment or commencement (whichever is the earliest);
• provide access to that support throughout their training.

This may include providing:

• Language, Literacy and Numeracy (LLN) support including:
  – Learning
  – Reading
  – Writing
  – Oral Communication
  – Numeracy.
• additional tutorials;
• other mechanisms, such as assistance in using technology for online delivery components.
2. Purpose

This document sets out the policy of the Australian Business School on ensuring the learning support needs of each student (LLN and Foundation skills) is identified, addressed and monitored. It also includes the role of the student’s teacher, the role of the school administration and the procedures to be followed.

3. Scope

This policy applies to all ABS students undertaking VET courses, ABS administrators and teachers.

4. Definitions

ABS          Australian Business School
Enrollment   Students who enter a contract of training with ABS
eBECAS       ABS’s Student Management System
DoS          Director of Studies
COE          Confirmation of Enrolment (duration of the student’s enrolment)
Course       The qualification that the student is enrolled in
VET          Vocational Education & Training
LLN          Language, literacy & numeracy
Foundation skills Adult literacy initiatives (as part of the Building Australia’s Future Workforce package)

5. Procedures

- All ABS students are provided a LLN Assessment Document which is completed by them at or prior to enrolment.

- The LLN Assessment Document is marked and graded by a suitably qualified person and any learning needs and strategy options are identified.

- A strategy to assist the learner to achieve their academic goals is determined that will address particular requirements such as literacy, numeracy, English language or physical capabilities learners would need to complete each course.

- This strategy is to be recorded on eBECAS, noted in the student’s training plan and communicated to the relevant teacher who will apply reasonable adjustment principles to any action taken, monitor the student’s progress, keeping DoS VET advised where necessary;

- Actions taken could include obtaining further resources to assist the student including the Foundational Skills or cancelling the enrolment and provide a refund of any monies paid, back to the student.
6. Responsibilities

6.1 Marketing / Enrollers
- Are responsible for obtaining enrolment details from students in full as outlined in the enrolment form and ensuring that the LLN Assessment Document is completed by the student and forwarded to the DoS AELS for assessment.

6.2 DoS AELS
- Mark and grade the LLN Assessment Document (or arrange it to be done by a suitably qualified person) and advise the DoS VET of any issues in need of addressing.

6.3 DoS VET
- In consultation with DoS AELS and relevant teacher, authorise any such changes which may include (but limited to):
  - Devise a strategy to assist the learner to achieve their academic goals which is to be recorded on eBECAS, noted in the student’s training plan and communicated to the relevant teacher;
  - Obtain further resources to assist the student including the Foundational Skills; or
  - Cancel the enrolment and provide a refund of any monies paid, back to the student.

6.4 Teacher
- Apply reasonable adjustment principles to any action taken, provide reasonable one-on-one assistance to the student and monitor student’s progress, keeping DoS VET advised where necessary.

7. Documentation

7.1 LLN Assessment Document
7.2 Training Plan (Hard-copy or on eBECAS)
8. Flowchart

**MARKETING**

Students are provided a LLN Assessment Document which is completed by them at or prior to enrolment.

LLN Assessment Document given to DoS AELS or representative.

**DoS VET & AELS**

DoS AELS reviews and grades LLN Assessment Document.

DoS AELS gives LLN Assessment Document to DoS VET.

Student deemed to have the necessary LLN skills to undertake course of study.

**TRAINER**

Yes

Student deemed to have the necessary LLN skills to undertake course of study.

Strategy to assist the learner is created in consultation, recorded, implemented and monitored.

Yes

DoS advises student’s trainer.

No

Student enrolled in English Language class

OR

Student provided a refund of any monies paid.

No

Placed in students file.

Yes

Trainer implements actions and monitors students’ progress.

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**POLICY Learner Support**

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