

Language Literacy and Numeracy Requirements

At the application stage, prospective students complete a self-assessment of their LLN skills. This self-assessment is included in the RPL Application Form and covers the following key areas, mapped to the Australian Core Skills Framework (ACSF). This course requires the student to meet the following ACSF levels for LLN without additional support:

- Learning (ACSF Level 3): Ability to plan and reflect on tasks.
- Reading (ACSF Level 3): Ability to read and interpret workplace documents.
- Writing (ACSF Level 3): Capability to write concise reports and complete workplace forms.
- Oral Communication (ACSF Level 3): Effectiveness in workplace communication and discussions.
- Numeracy (ACSF Level 2): Ability to perform basic work-related calculations and manage time effectively.

How would you rate your Language Literacy proficiency? *For more information, please refer to the "Language Literacy and Numeracy Information" provided. Note that this course requires the prospective student to be 'Proficient' in language and literacy and to have 'Basic' skills in numeracy.*

☐ Proficient (able to engage in workplace conversations, read workplace texts, and write with full fluency. For more information about this definition please refer to the Language Literacy and Numeracy Information below.)

☐ Basic (Limited proficiency; able to handle simple, routine tasks in English, such as basic conversations and reading short texts, but struggles with complex language.) *You may find it difficult to understand and respond to the assessment materials. Therefore, we do not recommend continuing with this application at this stage. However, if you wish, we can conduct a full LLN assessment to identify how we can support your Language, Literacy, and Numeracy (LLN) needs.*

☐ Not Proficient (has very limited or no command of the English language, struggling to understand or communicate in English beyond a few basic words or phrases.) *Note: We do not recommend you continue with this application.*

☐ I would like to do a formal LLN Assessment and seek support in LLN.

How would you rate your numeracy skills? Numeracy skills involve basic calculations, time management, understanding measurements, and interpreting numerical information. *For this program, a basic level of numeracy is required. For more information, please refer to the "Language Literacy and Numeracy Information" provided.*

- Proficient: I can confidently perform basic calculations, manage time, and interpret numerical information without assistance.
- Basic: I can manage some basic tasks, but may need help with more complex calculations or understanding data.
- Not Proficient: I find it difficult to perform calculations or interpret numerical information. *Note: We do not recommend you continue with this application.*

☐ I would like to do a formal LLN Assessment and seek support in LLN.

Language Literacy and Numeracy Information

The purpose of the **LLN Self-Assessment Questionnaire** is to help prospective students reflect on their current LLN skills and determine whether they meet the minimum requirements necessary to succeed in the program. This self-assessment is designed to allow students to evaluate their abilities in key areas such as learning,

reading, writing, oral communication, and numeracy, which are benchmarked against the Australian Core Skills Framework (ACSF).

By completing the LLN Self-Assessment, prospective students can gauge whether they have sufficient proficiency in these areas to engage fully with the course content. For students who meet the criteria outlined in the questionnaire, (who agrees to all of the following statements) no additional LLN assessment is needed. However, if they do not meet these requirements, a more formal LLN assessment may be requested to identify specific areas for support or intervention.

This process ensures that students are adequately prepared for the academic and practical demands of the program, particularly in areas like reading workplace documents, writing reports, communicating effectively, and performing basic numeracy tasks, all of which are essential in roles within the disability or community services sectors.

Instructions:

1. Read each statement carefully.
2. Reflect on your abilities in relation to each statement.
3. Prospective students who can agree to all the following will not require an LLN assessment and is considered have proficient LLN skills and meets the LLN requirements of the program listed above.

LLN Self-Assessment Questionnaire

Learning (ACSF Level 3)

1. I can plan and undertake tasks to achieve work goals with some guidance.
2. I reflect on my work practices to identify areas for improvement.

Reading (ACSF Level 3)

3. I can read and understand workplace documents such as policies, procedures, and care plans.
4. I am able to follow written instructions related to my work tasks.

Writing (ACSF Level 3)

5. I can write clear and concise reports, case notes, or incident reports.
6. I am able to complete workplace forms accurately.

Oral Communication (ACSF Level 3)

7. I communicate effectively with clients, colleagues, and supervisors.
8. I can participate in workplace discussions and meetings confidently.

Numeracy (ACSF Level 2)

9. I can perform basic calculations relevant to my work, such as measuring doses or time intervals.
10. I am able to manage my time effectively to complete tasks and appointments.