

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 4): Ability to plan, implement, and evaluate own learning strategies in familiar contexts.
- Reading (ACSF Level 4): Ability to interpret and critically analyse complex texts relevant to work.
- Writing (ACSF Level 4): Competence in producing detailed written texts with clear structure and purpose.
- Oral Communication (ACSF Level 4): Proficiency in participating in complex spoken exchanges, adapting language to context.
- Numeracy (ACSF Level 3): Skills to perform calculations and interpret data relevant to work tasks.

1.1. 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 complex workplace communications, read and interpret advanced texts, and write detailed reports with a high level of fluency. See the Language Literacy and Numeracy Information below for more details.)

☐ 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.

1.2. How would you rate your numeracy skills? Numeracy skills involve 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 calculations, manage budgets, interpret data, and understand measurements relevant to my work without assistance.

☐ Basic: I can manage simple calculations and understand basic numerical information but may need help with more complex tasks.

☐ Not Proficient: I find it difficult to perform calculations or interpret numerical information. We do not recommend you continue with this application. *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 **CHC43121 Certificate IV in Disability Support**

program. This self-assessment allows you to evaluate your abilities in key areas such as learning, reading, writing, oral communication, and numeracy, benchmarked against the **Australian Core Skills Framework (ACSF)** at higher levels suitable for Certificate IV studies.

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

This process ensures that you are adequately prepared for the academic and practical demands of the program, particularly in areas like interpreting complex policies, writing detailed reports, communicating effectively with various stakeholders, and performing numeracy tasks such as budgeting and data analysis, all of which are essential in advanced roles within the disability support sector.

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 are considered to have the advanced LLN skills required for the program listed above.

LLN Self-Assessment Questionnaire

Learning (ACSF Level 4)

1. I can plan, organise, and complete complex tasks independently to achieve work goals.
2. I reflect critically on my work practices to identify areas for improvement and implement changes.

Reading (ACSF Level 4)

3. I can read and comprehend complex workplace documents such as legislation, policies, and detailed reports.
4. I am able to interpret and analyse information from various texts relevant to my work.

Writing (ACSF Level 4)

5. I can write clear, detailed reports, case notes, and professional correspondence tailored to different audiences.
6. I am able to complete complex workplace documentation accurately and efficiently.

Oral Communication (ACSF Level 4)

7. I communicate effectively with clients, colleagues, and external stakeholders in diverse and complex situations.
8. I can lead workplace discussions and meetings confidently, articulating ideas clearly.

Numeracy (ACSF Level 3)

9. I can perform calculations relevant to my work, such as budgeting, scheduling, and interpreting statistical data.
10. I am able to analyse numerical information to make informed decisions in the workplace.