

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 5): High-level learning skills are needed to manage complex tasks, engage in critical reflection, and apply theoretical knowledge to practice.
- Reading (ACSF Level 5): Ability to interpret, analyse, and synthesise information from complex and specialized texts, including legal documents, research papers, and policies.
- Writing (ACSF Level 5): Competence in producing complex written texts, such as reports, plans, and analytical essays, with clear structure and purpose.
- Oral Communication (ACSF Level 5): Proficiency in engaging in sophisticated spoken interactions, including negotiations, presentations, and facilitation, adapting language and strategies to diverse audiences.
- Numeracy (ACSF Level 4): Skills to manage budgets, interpret statistical data, and perform calculations related to resource allocation and scheduling.

1.3. 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 manage in complex workplace communications, interpret, analyse, and synthesise information from complex and specialised texts, including legal documents, research papers, and policies, 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.

1.4. 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 calculations in budgeting and understand statistical and numerical information but may need help with very complex math.

☐ 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 **CHC52021 Diploma of Community Services** 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 diploma 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 legislation and policies, writing comprehensive reports and proposals, communicating effectively with a wide range of stakeholders, and performing advanced numeracy tasks such as budgeting and data analysis—all of which are essential in professional roles within the community services 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 5)

1. I can plan, organise, and complete complex tasks and projects independently to achieve work goals.
2. I critically evaluate my work practices to identify areas for improvement and implement effective changes.
3. I facilitate learning and development in others through mentoring or training.

Reading (ACSF Level 5)

