



Language, Literacy, Numeracy and Digital Skills Policy

Effective Date: 2026.03.31

Last Reviewed: 2026.02.24

Version: v2 2026.02.24

1. Purpose

The purpose of this policy is to ensure that students seeking enrolment in a Vocational Education and Training (VET) course at Alphacrucis University College (AC), satisfy the Foundation Skills including English Language, Literacy, Numeracy and Digital Literacy (LLND), required by the Australian Core Skills Framework (ACSF).

2. Scope

This policy applies to all students and staff associated with a VET course (training packages, units of competency, and qualifications) delivered by AC or its third-party providers.

3. Definitions

- 3.1. **LLND Skills:** Foundational skills required for vocational learning and employment, consisting of:
 - a. **Language** – understanding spoken/written communication
 - b. **Literacy** – reading, writing, oral communication
 - c. **Numeracy** – mathematical skills for work and learning
 - d. **Digital** – ability to navigate digital platforms, technology and online learning environments
- 3.2. **ACSF:** The *Australian Core Skills Framework* used to benchmark learner LLN skill levels across Reading, Writing, Learning, Oral Communication, and Numeracy.

3. Policy

- 3.3. The minimum LLND standards required to enrol in a course at AC are stated in the relevant course entry requirements.
- 3.4. An assessment of a prospective student's LLND skill levels will be made during the admissions process to determine whether they meet the threshold for enrolment, and/or the support that is required throughout their study to develop their skills to the appropriate level.
- 3.5. If a student has demonstrated the minimum standard required to apply and enrol in a course and is having difficulty successfully completing their study due to LLND performance, AC will arrange support services for the student.
- 3.6. A general assessment of student LLND standards for all VET courses is outlined below in the LLND procedures. If the student's performance in the general assessment of LLND raises



concern that the student may have LLND difficulties, the student must complete a detailed assessment.

- 3.7. If at any time a member of AC faculty or the Student Affairs Committee (SAC) believes that the student is not demonstrating the minimum LLND standards for the course, they may request a detailed assessment of student's LLND abilities, to be completed by the student in person under supervision within five days.
- 3.8. If as a result of the detailed assessment the student's abilities appear to be substantially below the minimum threshold for enrolment, AC may consider transfer to a pathway course or cancellation of enrolment.

4. Procedures

4.1. Language, Literacy, Numeracy and Digital Procedures

4.1.1. The general assessment of student LLND standards will follow these steps. Students identified with potential LLND issues will continue past step 1.

1. Students must personally complete the course application and enrolment process including a 200-word statement of intention. All international students will follow the international student admissions process which may include a personal interview. The application and statement of intention will be reviewed by the admissions officer.

2. Students identified with LLND issues will be required to attend a LLND interview. Furthermore, if any faculty member has concerns with a student's performance post enrolment related to LLND, they can request that the student attends a LLND interview.

3. If required, the student must attend an interview with an AC staff member with LLND experience. The interview will cover (but not be limited to):

- a. purpose of interview;
- b. ask the student to describe their background and skills;
- c. ask the student to complete the self-assessment;
- d. ask the student to complete another reading task.

4. The AC staff member will complete a summary report and submit it to the Student Affairs Committee for their evaluation and provision of support strategies. Support strategies may include:

- a. reasonable adjustments of assessments,
- b. peer support or one-on-one support,
- c. referral to external agencies for literacy and numeracy courses (such as The Reading Writing Hotline).
- d. study support and study skills programs
- e. language, literacy numeracy and digital (LLND) programs or referrals to these programs
- f. information and communications technology (ICT) support
- g. learning materials in alternative formats, for example, in large print
- h. learning and assessment programs contextualised to the workplace
- i. any other services that the RTO considers necessary to support learners to achieve competency.
- j. peer support or one-on-one support,
- k. study skills training,
- l. referral to external agencies for literacy and numeracy courses (such as The Reading Writing Hotline).

5. The SAC, along with relevant trainers, will be responsible for the ongoing monitoring of students receiving additional support to develop their LLND skill levels to the required threshold.

5. Responsible for implementation

Admissions Officer and VET Faculty



Related AC Policies or Documents, Standards and Legislations

5.1. Relevant Standards and Legislations

- 5.1.1. Outcome Standards for Registered Training Organisations 2025
- 5.1.2. Education Services for Overseas Students Act 2000 (ESOS Act)
- 5.1.3. The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

6. Review and Revision

This policy will be reviewed by the Chair of the Learning and Teaching Committee on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the approving committee for considering. Revisions will be communicated to all relevant stakeholder once approved.

7. History of approval and amendments

Policy owner	Chair, Learning and Teaching Committee
Policy category	Academic: Learning and Teaching
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Learning & Teaching Committee
Approval Date	2026.03.31
Last Review Date	2026.02.23
History of Policy Amendments	
V12023.03.01	Approved by AB Motion AB2023-02-M05: Revised purpose, Revised 'Policy' section to reference the RTO Standards (2015) and National Code (2018), Revised Procedure, Editorial Changes
V1.1 2025.10.29	Removed references to superseded RTO standards and replaced with 2025 Outcome Standards
V2 2026.02.24 Motion: AB2026-03-M02	Update to LLND assessment requirements; To align with the new Standards for RTOs 2025 (Compliance Requirements 9–12); New template

Add a new row for each version of the policy. Do not remove previous rows/changes.

Appendices

- N/A