

LANGUAGE AND LITERACY SKILLS POLICY

To ensure all students including those experiencing language and literacy difficulties are given appropriate assistance with Language and Literacy to succeed in their studies, HRTC staff will observe and implement the following:

- staff will observe, identify and immediately act when a student has problems with language, literacy, or numeracy;
- staff will make every effort to maintain the confidentiality of students language, literacy, or numeracy problems;
- staff will not make discriminatory or judgmental statements about any student or other staff member based on the level of language, literacy, or numeracy skills or any other issues;
- students with language, literacy, or numeracy problems will be counselled on their skill deficiency, and how HRTC can assist them to achieve the language and literacy requirements the relevant industry related to their course
- recommendations for assistance will be presented to the student to overcome the skill shortfall. However, no student will be rejected because they decline this advice.

Courses offered by Specialist Private and Public Providers could be suggested:

Details of access, cost, entry requirements etc will be given to the students. They would need to be funded by the students themselves.

Six monthly discussions will be held to reinforce organisation policy on Access and Equity, particularly if discriminatory or judgmental behaviour has been observed or identified.

The Executive Officer will review quarterly (at least) the effectiveness of language, or numeracy support programs and their impact on students undertaking any HRTC training program.

Management and staff have the joint responsibility of maintaining a high level of awareness of courses available to students with language, literacy, or numeracy problems.

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