

# **Flexible Learning & Assessment POLICY**

HRTC seeks to offer the very best learning support to it's students. Language, Literacy and Numeracy exercises in your Enrolment Process help identify any special student needs. If you need any special assistance, please inform the Executive Officer on enrolment.

HRTC is committed to providing flexible delivery and assessment to meet the needs of individual students.

HRTC adopts a range of learning strategies in both theory and practical sessions that are customised where required to individual student needs. HRTC achieves this by giving students guidance, mentoring and coaching as well as assistance to train in a workplace environment.

The contact provided by HRTC trainers and assessors is expected to establish an environment of trust and support due to small group size or individual training and assessment provided.

HRTC caters for differences in learning styles by using a variety of delivery and assessment methods such as demonstration, role play, observation, problem solving, self paced learning and self assessment.

Students are provided with online resources designed to provide the formative knowledge for each unit. Workplace practice, training and assessment of knowledge and skills elements complete the training requirement.

Students with English as a second language are given assistance such as being able to provide oral responses to some assessments and also they are given additional time in theory examinations.

To test literacy & numeracy, students are given an industry-appropriate test. Students with learning difficulties in literacy or numeracy are given reasonable assistance from HRTC staff additional time in examinations, oral assessments. If it is deemed that they require specialist assistance they may be directed to Specialist Language & Literacy providers.

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