Overview

ABC Training and Consulting (ABC) evaluates students' Language, Literacy and Numeracy (LLN) skills before formally accepting their enrolment into a qualification to ensure they are academically suited to undertake the program in conjunction with all other entry requirements of the program. This process is conducted with honesty and integrity and uses an approved LLN Assessment Tool that validly and reliably assesses a student's competence for LLN levels against the Australian Core Skills Framework (ACSF).

LLN evaluations are done to indicate whether a student:

1. Has the LLN skills to be able to complete the course;
2. Needs additional coaching or support to complete the program;
3. Does not have sufficient LLN skills to complete the program.

ABC determines a recommended LLN level for each program we deliver. Students who would be eligible for VET Student Loans (VSL) must display competence at or above the appropriate exit level in Reading and Numeracy for their course, and ABC reasonably believes that the student displays that competence.

Students enrolling into VSL programs are exempt from undertaking an LLN assessment if they have already been deemed academically suited. This happens where the student holds and provides a certified copy to ABC of a Certificate showing they have been awarded a qualification at a Level 4 or above in the Australian Qualifications Framework (AQF), by a body registered to award the qualification in the AQF in Australia, and the program was delivered in English.

A link to complete the LLN is typically provided to the student at enrolment; however, may be issued after holding the discussions with the student. Where this is the case, the student will be advised that the enrolment into the program is dependent upon successful completion of the LLN assessment. The results of the LLN assessment are given to the student as soon as practicable after their LLN assessment is completed and the results evaluated by their allocated trainer.

Students' LLN results will be saved to their individual files.

LLN Assessment Tool

The term "Language, Literacy and Numeracy (LLN)" refers to the Australian Core Skills Framework (ACSF) Five Core Skills, these being Learning, Reading, Writing, Oral Communication and Numeracy. These Five Core Skills have been identified by the ACSF as the essential skills for individuals to hold to participate effectively in society including the workplace and Education Sector.

Core Skills are critical to almost all areas of work. This is particularly true in many vocations where Language, Literacy and Numeracy skills influence the performance of workplace tasks such as comprehending written work instructions. Further information is available below:
https://www.education.gov.au/australian-core-skills-framework

The LLN Assessment will assess the Five (5) Core Skills in the ACSF following areas.

- Reading

- Writing
- Numeracy
- Oral Communication
- Learning

The LLN Assessment used by ABC is generated by LLN Robot https://llnrobot.com.au/. LLN Robot is the first assessment tool approved by the Federal Department of Education and Training and the VET Student Loans (VSL) Secretary after reviewing its accuracy in validly and reliably determining student LLN levels as part of the VSL implementation process. Being an approved tool, it is appropriately verified and evaluated using evidence-based assessment. Using trigger word and phrase analysis software developed by The Learning Resources Group, LLN Robot have determined the ACSF profile of every current national unit of competency from Certificate 1 to Diploma. The ACSF scores for units/qualifications are sourced directly from publications provided by training package owners, otherwise, they are calculated by the LLN Robot system.

LLN Robot uses a purpose-built diagnostic tool to determine the required ACSF/core skill levels of a unit of competency. The system uses a series of language analysis algorithms to scan the content of a unit of competency to identify trigger words and phrases and their associated values based on the training package, ACSF performance indicators and the AQF (certificate) level of the unit. This data is used to generate a training profile that reflects the core skills required to understand and perform the criteria outlined in the unit. LLN Robot is an online system that combines ACSF testing, Program profiling and LLN Support into one easy to use package.

Evaluation of Digital Literacy and Skills

As part of the enrolment process, students will have their digital literacy skills evaluated as part of their LLN.

LLN Robot requires students to undertake basic digital literacy skills to complete the evaluation. This includes, but is not limited to:

1. The ability to log on to a computer
2. Access emails and click a link within an email
3. Login into an online database (LLN Robot)
4. Use a mouse and keyboard
5. Read and respond to online text

Students who complete their online LLN evaluation will be considered to meet the digital literacy requirements.

Students who are unable to complete their LLN online will be evaluated individually to see whether they meet the digital literacy requirements.

Program Entry Requirements

The Training and Assessment Strategy (TAS) for each program provides the LLN levels required to be determined as having an appropriate ACSF level to enrol into the program desired.

The LLN tool automatically generates the ACSF levels for each program depending on the units of competency within the qualification.

Students are required to undertake an LLN assessment before their enrolment is accepted by ABC. This is to ensure students enrolling in the program have the required LLN levels to complete training and assessment requirements towards the successful completion of their qualification.

It is generally expected that students, through the program of their studies will be able to increase their ACSF levels in each band up to 1 level thus usually practices will deem a student's LLN levels as acceptable where their levels are identified as being one below the numbers identified in the chart above (except VSL students).

Students who do not meet this level as a minimum will be reviewed on an individual basis, with appropriate support and strategies in place for students who score 1 level below this again (2 below that in the chart), it is also reasonably expected that these students will be able to complete this qualification with support.

Where required, students will be provided with additional coaching and support to complete this training program. This may also include a reasonable adjustment to assessments.

Each student's trainer will assess each their suitability and LLN competence and will put in place Individual Learning Plans that are developed in consultation with the student as required.

VSL LLN Assessment Requirements

Students wishing to gain entry to ABC's offering of the MSL50118 Diploma of Laboratory Technology students must display LLN competence at or above the ACSF Exit Level 3 in Reading and Numeracy, and that ABC reasonably believes that the student displays that competence to be deemed academically suited for the program, in addition to an assessment of the suitability of qualifications used to satisfy the entry requirements of the Diploma.

Students wishing to gain entry to ABC's offering of the MSL60118 Advanced Diploma of Laboratory Operations students must display LLN competence at or above the ACSF Exit Level 4 in Reading and Numeracy, and that ABC reasonably believes that the student displays that competence to be deemed academically suited for the program, in addition to an assessment of the suitability of qualifications used to satisfy the entry requirements of the Advanced Diploma.

ABC Administration will notify the student as soon as practicable after the LLN assessment has been completed.

A VSL student is exempt from undertaking an LLN assessment if they have already been deemed as academically suited. This happens where:

- The student holds and provides a certified copy to ABC of an Australian Senior Secondary Certificate of Education (Year 12 Certificate), awarded by an Agency or State or Territory; and
- The student holds and provides a certified copy to ABC of a Certificate showing they have been awarded a qualification at a Level 4 or above in the Australian Qualifications Framework (AQF), by a body registered to award the qualification in the AQF in Australia, and the program was delivered in English; or

- For VSL students, where the results from the LLN Robot assessment confirms that the student has not achieved competence at Exit Level 3 ACSF for Reading and Numeracy, then VSL cannot be offered to the student until such competence is achieved.

Where the results from the LLN Robot assessment confirms that the student has achieved competence at Exit Level 3 ACSF for Reading and Numeracy, the trainer reasonably believes that the student displays that competence then ABC can deem the student academically suited and proceed with the enrolment process for VSL.

Previously Assessed LLN

If a student undertaking enrolling into a course has already completed an LLN assessment through ABC and the results indicate an insufficient level of LLN for the program they are seeking enrolment into, they will need to complete a new assessment. The administration team will make an LLN event in VETtrak to notify the trainer of a previous student result. The trainer will determine whether the student needs to complete another LLN assessment. If it is determined that the student does not require a further assessment, the trainer will make notes on the existing LLN summary, and place that into the student folder.

If a student enrolling into a course has already completed an LLN assessment through ABC and their results indicate that they meet entry levels for the program, they do not need to complete a new LLN assessment.

If the LLN assessment was completed 6 months ago or less, no further information is required. However, should there be any new learning requirements or concerns raised with the trainer, these would be noted and acted on by the trainer.

If the LLN assessment was completed more than 6 months ago the enrolments team will make an LLN event in VETtrak to indicate evidence of the previous student result. The results will be checked, notes made on the existing LLN summary, and placed that into the student folder.

Conditions under which a Student may Immediately Re-sit the LLN Evaluation

Students will generally be allowed to re-sit an evaluation immediately where one of the following occurs:

1. The student did not fully complete the evaluation;
2. The student completed the evaluation in an unusually short time (generally 30 minutes or less) as this often indicates that a student may not have considered the importance of the evaluation;
3. The student completed the evaluation in an unusually long time (generally 90 minutes or more) as this often indicates that a student was interrupted or distracted);
4. PC or network issues experienced by the student;
5. Where a student generally did well, but because they answered some multiple choice incompletely LLN Robot will mark the whole question as incorrect;
6. They failed one section, but passed all other sections;
7. The audio component failed.

Conditions under which the ABC may manually override the Evaluation Tool Results (LLN Robot)

The trainer can manually overturn the results of LLN Robot and will do so under limited conditions which include:

- Where a student has answered all questions in capital letters (LLN Robot automatically 'fails' students for answering with all capital letters even if their answers are correct)

Students who are not Recommended to Undertake the Program

Where a determination is made that a program may not be suitable for a student to undertake, they may be referred to complete a lower-level program (if applicable) or to a third party to assist them in developing skills to undertake the program at a later level.

If requested, Administration will research relevant third parties in their local area and make a recommendation. These students will be redirected to a more suitable program if relevant or to external services such as an RTO that specialises in language, literacy and numeracy development that may support their future learning options.

Recording and Retaining Determination Outcomes

The outcomes of LLN determinations are documented in the Student Management System (SMS) – VETtrak as events.

All LLN Robot assessment results must be retained by ABC for at least 5 years and must be provided to the Secretary of the Commonwealth Department of Education and Training, the National Regulator, and all State-based Funding Departments upon request. These results are stored in a secure database.

Any LLN Robot assessment results of a student's competence will be reported to the Secretary of the Commonwealth Department of Education and Training, the National Regulator and all State-based Funding Departments in the form, manner and by the time requested.

Retention and Reporting of LLN Assessments

All LLN Robot assessment results must be retained by ABC for at least 5 years and must be provided to the Secretary of the Commonwealth Department of Education and Training, the National Regulator and all State-based Funding Departments upon request. These results are stored in a secure database.

Any LLN Robot assessment results of a student's competence will be reported to the Secretary of the Commonwealth Department of Education and Training, the National Regulator and all State-based Funding Departments in the form, manner and by the time requested.