

## Introduction

To ensure Protec Global Pty Ltd (PTG) conducts a Language, Literacy and Numeracy skills assessment prior to training as required by the governing bodies.

PTG determines the support needs of individual students and provides access to the educational and support services necessary for the individual student to meet the requirements of the training product as specified in the relevant training packages.

LL&N outcomes will be recorded on each individual's file in SharePoint and or our Student Management System (SMS).

## Purpose

PTG will follow the processes outlined within this document to ensure that we are correctly identifying the individual learning needs of each student.

Language, Literacy & Numeracy assessments are undertaken to ensure students are given every opportunity for success in their training and as required by the relevant certification body.

## Scope

All AINDT Non-Destructive Testing training methods and levels.

## Responsibility

The Training coordinator is responsible for implementation of the Language, Literacy and Numeracy policy and procedure.

## LL & N Requirements

Students require language, literacy and numeracy capacity equivalent to the descriptions below:

| Method and Level | Language      | Literacy      | Math                            |
|------------------|---------------|---------------|---------------------------------|
| PT & MT Level 1  | Basic Level A | Basic Level A | Nil                             |
| PT level 2       | Basic Level A | Basic Level A | Nil                             |
| MT Level 2       | Basic Level A | Basic Level A | Mathematic Level A <sup>1</sup> |
| UT Level 1       | Basic Level A | Basic Level A | Mathematic Level A <sup>1</sup> |
| UT Level 2       | Basic Level A | Basic Level A | Mathematic Level B <sup>2</sup> |

✓ **Language (Basic Level A)**

Language includes communication forms such as speaking, listening, reading, writing and visual communication.

Student shall be able to communicate, understand the topics related with the method applied for and be able to answer to the short answer questions

✓ **Literacy (Basic Level A)**

Literacy means being able to read and use written information. It also means being able to contextualise your writing in an appropriate way.

Student shall be able to read and use the training materials, instructions and handouts provided which are relevant to the method applied for.

✓ **Numeracy**

Numeracy is the practical application of mathematical skills to absorb, use and critically evaluate information in numerical or graphical form. Numeracy skills include basic number skills, spatial and graphical concepts, the use of measurement and problem-solving.

Numeracy and literacy are interlinked particularly when extracting mathematical information from written text.

**1- Mathematic Level A-** Basic math skills (Algebra).

**2- Mathematic Level B -** Math skills (Algebra and trigonometry)

## Procedure

Assessment of Language, Literacy & Numeracy skills will assist the Training Coordinator to identify any additional support that may be required for the successful achievement of competencies by the student or may indicate if alternative training methods are required.

All students embarking on a training program are required to complete a Language, Literacy & Numeracy skills assessment. Students should be provided with clear instructions and ample opportunities for practice when reading, writing, oral or numeracy skills are required as part of the competency being assessed.

Candidate are allowed three LL&N tests provided by PTG. Candidate who fails to complete the third attempt, or will any candidate assessed as having low skills or skills considered too low for the subject applied for will be provided assistance to achieve the required skill level or directed to another institution which may provide more specialised training in LL & N.

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