1. Purpose

The purpose of this policy is to establish a framework within the Mars Institute to ensure that staff members are aware of Mars' systems and processes in place to be able to identify the needs of students and provide support when these needs or academic gaps are identified

2. Scope and responsibility

This policy applies to all current and prospective students and all staff members of Mars Institute (MARS).

3. Definitions

MARS	Mars Institute
LLN	Language, Literacy, and Numeracy
Language	Means the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way, including any nonverbal method of expression or communication such as a language of gesture and facial expression
Literacy	Means the capacity, confidence, and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, storytelling, visual arts, media, and drama, as well as talking, listening, viewing, reading and writing
Numeracy	Numeracy involves using some mathematics and to achieve some purpose using the numbers in a particular context
Student	Means a learner, enterprise or organization that uses or purchases the services provided by an RTO
VET	Vocational Education and Training
ACSF	Australian Core Skills Framework

4. Policy

MARS acknowledges the diverse skill sets, backgrounds, motivations, and abilities that students bring when embarking on their training journey MARS will ensure that students are supported through the delivery of their training in all aspects of Language, Literacy and Numeracy. MARS will not discriminate against students where LLN support is required.

LLN requirements can be identified either through students' enrollment applications, during the orientation/induction process, or based on recommendations provided by trainers and assessors. Students are required to undertake an LLN test prior to starting their course/courses at Mars. This is managed on an approved LLN Assessment Tool that validly and reliable assesses a student's competence for LLN levels against the Australian Core Skills Framework (ACSF) these being Learning, Writing, Oral Communication and Numeracy.

5. LLN Test and Assessments Tools

MARS requires all students applying for enrolment in a VET program to undertake an LLN test prior to the commencement of their course. 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.dewr.gov.au/skills-information-training-providers/australian-core-skills-framework. The LLN Test and Assessment will assess the Five (5) Core Skills in the ACSF following areas.

• Reading

• Writing

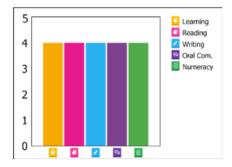• Numeracy

• Oral Communication

• Learning

The LLN Assessment Tool used by Mars is generated by LLN Robot https://llnrobot.com.au.

LLN Robot uses a purpose-built diagnostic tool to determine the required ACSF/core skill levels of a unit of competency. LLN tests are based on AQF Qualifications. This means that students will undertake LLN tests specifically designed for the course for which they have applied. Students are allowed one attempt per test. However, a second attempt may be provided if the student experiences technical difficulties during the first test.

What the test results mean:

Learner meets the required ACSF level for the course enrolled in at Mars	No LLN needs have been identified. Student can commence the course.
Learner is one level below the required ACSF level for the course	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 Level 1 thus usually practices will deem a student's LLN levels as acceptable where their levels are identified as being one below the number identified.
Learner is two or more levels below the required ACSF level for the course enrolled in at Mars.	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 2 level below this again, it is also reasonably expected that these students will be able to successfully complete this qualification with support and monitoring as required.

An example of the Australian Core Skills Framework (ACSF) levels for students graduating from the AUR30620 Certificate III in Light Vehicle Mechanical Technology are as below:

5.1 Evaluation of Digital Literacy

As part of the student's enrolment application, the students will have their digital literacy evaluated. LLN Robot requires students to undertake basic digital literacy to complete the evaluation.

This includes, but is not limited to:

1. The ability to logon 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. Students who are unable to complete their LLN online will be evaluated individually as per the LLN support strategies of this policy to see whether they meet the digital literacy.

5.2 SHORT COURSES

Short courses offered by MARS (usually a standalone subject), require the student to follow short courses terms and conditions. Please refer Short Course Terms and Conditions.

6.   LLN Support Strategies

Students can book an initial LLN Meeting through our appointment booking system. The requirement for initial LLN Meetings is determined based on the LLN Test results (see section 5). Mars authorized staff will evaluate students' needs including LLN Robot results for students that do not meet course entry requirements. Mars authorized staff facilitates all LLN assessments for Mars learners and evaluates the results respectively.

Once it is identified that a student has not met the required LLN Level (1 level below the recommended minimum), or where the student's enrolment application identifies any additional support might be needed by the student or where the student is 2 or more levels below the recommended minimum, Mars authorised staff will make a determination as to whether the student can be admitted to the program, should be moved to a different stream, undertake a lower-level program (where available), or not admitted to the program at this time.

The Mars authorised staff retrieves the LLN evaluation results and analyses the results and makes one of the following general determinations:

1. The student can enrol into the class with no further action.

2. The student can enrol into the class with a support plan (Training Supplement generated automatically from LLN robot system)

3. A subsequent telephone or face-to-face additional evaluation may be made.

4. The student can undertake the evaluation again immediately if technical issues were identified.

5. The student will be referred to a third party or program to assist with their needs.

6. The student can undertake the evaluation again in the future.

7. The student is not suitable to undertake this program but may be referred to a lower-level program.

8. The Mars authorised staff evaluates the results and decides for the program entry. Where the student is not deemed suitable for the program, the student will be notified as soon as practicable after the LLN assessment has been completed.

Where the student is deemed suitable for entry into the program with a support plan, Trainers will be notified. Training Supplement will be provided to the trainers and discussed with students as applicable. There may be recommendations to support the Trainer and where the training is workplace based, to support the employer and training supervisor in the workplace.

7.   Qualification at higher AQF Level higher than course enrolled for at Mars.

Where a student already holds a qualification at higher AQF level of what they are wanting to enroll in, and provides evidence of this, an LLN assessment may be deemed as not required.

8.   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 date.