

# Language, Literacy and Numeracy Support Policy

Policy Owner	Principal Executive Officer		
Document Management	Compliance Manager		
Department	Student Services		
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SCCM aims at all times to provide a positive and rewarding learning experience for all students. Our enrolment form asks students to provide information regarding Language, Literacy and Numeracy (LLN) requirements or any other special learning needs. In the event of LLN becoming an issue, students can contact the Student Services Officer to discuss their requirements.

Some examples of the type of support that we can offer include:

## Literacy

- Providing students only essential writing tasks
- Considering the use of group exercises
- Providing examples and models of completed tasks
- Ensuring that documents and forms are written and formatted in plain English
- Using clear headings, highlighting certain key words or phrases
- Providing explanations of all technical terms used

## Language

- Presenting information in small chunks and speaking clearly, concisely and not too quickly
- Giving clear instructions in a logical sequence
- Giving lots of practical examples
- Encouraging students to ask questions
- Asking questions to ensure students understand

## Numeracy

- Showing students how to do the calculations through step by step instructions and through examples of completed calculations
- Helping students to work out what maths calculations and measurements are required to complete the task
- Encouraging the use of calculators and demonstrating how to use them



### Related Policies

- Student Assessment, Reassessment and Repeating Units of Competency Policy
- Student Course Progress and Completion within Expected Duration Policy

### Policy Implementation Manager

- Academic Manager

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