



LANGUAGE, LITERACY AND NUMERACY

Col Joy Training Services will not discriminate against students who may have LL&N needs by restricting their access to training if they choose to participate

All Trainer/Assessors employed at Col Joy Training Services are required to be mindful of issues surrounding LL&N and assist clients in a sensitive manner. Allowable adjustments may be made to delivery and assessment in line with individual requirements.

Assistance evaluation process

Identifying a client who may need assistance is paramount to the success of training/assessment for that individual. Therefore we at Col Joy Training Services include the following steps in our approach to accepting clients on to courses.

Step 1: Information on Training Plans and Registration Forms advise prospective client organisations and individual participants to advise staff if they may require LL&N assistance. This advice is also given verbally at the beginning of each course.

Step 2: Training program participants complete the enrolment form. If the form is not completed satisfactorily then Step 3 is implemented.

Step 3: The trainer discusses the LL&N requirements of the training with the participant along with the following options:

- referral to sources where LL&N practitioners are suitably qualified to give specialised instruction.
- continue with the course with an understanding of the LL&N requirements.

Step 4: Trainer/Assessor will document the type of assistance given to the client and ask the participant to sign a Student Declaration Form.

Forms Generated By this Procedure

Student Declaration