



## Program Pre-Enrolment Information & Overview

TAELLN411 –  
Address Adult LLN Skills

VET Quality Framework  
Standard 4 (Clause 4.1)  
Standard 5 (Clause 5.2)

Form No:

DOC-RTO-24.11

## TAELLN411: Address Adult Language, Literacy & Numeracy Skills Course Information



- ☑ **QUALIFICATION LEVEL:** Certificate IV (AQF Level 4)
- ☑ **TRAINING PACKAGE:** TAE – Training and Education
- ☑ **UNIT SECTOR:** Language, Literacy and Numeracy Practice
- ☑ **COURSE DURATION:** 3 Months
- ☑ **PRE-REQUISITES:** Nil (Direct Entry)

**TAELLN411 (Address Adult Language, Literacy and Numeracy Skills)** is a nationally-recognised unit of competency that describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group. It applies to individuals who teach, train, assess and develop resources.



Competence in this unit **does not** indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner.

## ENTRY REQUIREMENTS

There are no prerequisite requirements for this individual unit of competency.

## LEARNER ENROLMENT & COURSE COMPLETION REQUIREMENTS

To successfully complete this program, you **MUST**:



- Have access to a VET training and assessment environment; and
- Have access to a fully-functional computer / smart device loaded with a web browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word, PowerPoint), and analyse information and data (e.g. Excel); and
- Have access to a computer / smart device with reliable Internet Access; and
- Have a camera on your internet-enabled device; and
- Have a Skype account; and
- Have a current valid email account for online communication and support; and
- Have a telephone and current valid telephone number for learning and assessment communication, support and interviews (including the Portfolio Interview assessment task); and
- Successfully complete the prescribed project and short answer questioning assessment tasks to the required standards, and submit the required Third Party Report (as validated);
- Complete a Statutory Declaration & have a copy of your current valid Photo ID certified by a Justice of the Peace, a Commissioner for Declarations, or a Legal Practitioner;
- Successfully complete the Interview assessment task to the required standard.

## LEARNER SKILL REQUIREMENTS

This program requires a significant amount of reading and writing. You will need:

- **Language skills** at a level that enables you to: consult, collaborate and communicate with a range of individuals (including learners, colleagues and LLN specialists); elicit information (e.g. learner LLN skills, specialist LLN advice); deliver training; conduct assessment; build and maintain understanding and rapport; and seek feedback on learning support provided and assessment strategies used;

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<b>Date Effective:</b>	18/05/15	<b>Review Date:</b>	17/05/16

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## LEARNER SKILL REQUIREMENTS (Continued)

- **Literacy skills** at a level that enables you to: access, interpret, understand and use a range of written information (including training specifications / benchmarks, the Australian Core Skills Framework (ACSF), validated ACSF assessment tools, learner records, and training and assessment resources); develop and customise documentation (including an LLN Support Strategy and training and assessment resources and materials); and produce a written reflection on performance with practice improvement recommendations;
- **Numeracy skills** at a level that enables you to: interpret, use and explain numerical information (e.g. ACSF Core Skill Levels and Performance Indicators); and interpret and explain numerical information to inform numeracy skill assessment, development and support;
- **Technology skills** to: conduct online research using a web browser (e.g. Internet Explorer, Firefox); and use a variety of software applications and tools to read files (e.g. Adobe), produce documents (e.g. Microsoft Word), analyse information and data (e.g. Excel), complete tasks, and maintain communication;
- **The ability to research information and data** from a range of sources, including the ability to undertake primary research (e.g. conduct pre-training LLN assessments; conduct interviews; administer questionnaires).

## COURSE ENROLMENT DURATION

From the date of the initial course registration/enrolment, the learner is provided a **three (3) months (90 days)** timeframe to complete the course.

## COURSE OVERVIEW

Unit Code	Unit Title	Nominal Hours	Unit Descriptor & Elements
TAELLN411	Address Adult Language, Literacy and Numeracy Skills	30	<p>This unit describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group:</p> <ol style="list-style-type: none"> <li>1. Analyse LLN requirements;</li> <li>2. Select and use resources and strategies to address LLN skill requirements;</li> <li>3. Use specialist LLN support where required;</li> <li>4. Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements.</li> </ol>

## MODE OF DELIVERY

This program is delivered completely online via access to a dedicated Learning Management System, allowing you total control over the time, timing, place and pace at which you study and complete the assessment tasks and activities. We envisage that it will take you no more than 30 hours to complete this unit of competency, though depending on your existing skill and knowledge levels, and/or prior experience, this timeframe may be reduced. As a competency-based program, you may complete it in a shorter period of time.

## LEARNING SUPPORT

Whilst you retain full control over your program pace and progress, you always have access to a dedicated Trainer/Assessor and other support personnel (including a specialist Language, Literacy and Numeracy Practitioner) to provide one-on-one tailored support at all stages of your learning journey with **Studywell College**.

Let us know at any stage if you need any learning or language, literacy and numeracy assistance whatsoever to help you complete your program. We are here to support you in succeeding. Please contact us for Language, Literacy & Numeracy, and/or other Learning support by:

- Phone: 1300 026 163
- Email at [info@studywellcollege.edu.au](mailto:info@studywellcollege.edu.au)

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## ASSESSMENT

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the unit of competency. You will be required to:

- Complete a Project with real vocational learners in a training and assessment environment;
- Submit a Portfolio of Evidence evidencing completion of the assigned Project;
- Answer a series of knowledge-based questions;
- Provide a Third Party Report from a person with relevant experience and knowledge of your skills and performance levels.

You will submit your evidence via the Learning Management System for assessment by your assigned Trainer/Assessor, who will continue to maintain contact with you during the assessment decision-making process.

## RECOGNITION OF PRIOR LEARNING (RPL)



If you believe you have competence in any of the units of competency within the qualification, you can enrol in our Rapid RPL program. Rapid RPL is a product designed for candidates who want their qualifications fast and have current evidence collected over the past three (3) years that demonstrate the required skills and knowledge of each unit of competency within the qualification. Talk to our sales team to enrol in the Rapid RPL program.

If you do not have evidence for a full RPL we can assist with a Rapid RPL Upgrade where you undergo partial RPL assessment and complete the required courseware. Talk to our sales team about upgrading to the Rapid RPL Upgrade program.

## FOUNDATION SKILLS

This program incorporates Foundation Skills, embedded in the performance criteria of the unit of competency. The following table contains a summary of embedded skills:

Foundation Skill	Skills embedded in this Unit include:
<b>Reading</b>	<ul style="list-style-type: none"> <li>• Analyses training specifications, training materials, LLN specific resources and validated tools based on the Australian Core Skills Framework (ACSF)</li> <li>• Interprets information from enrolment records and pre-training assessments</li> </ul>
<b>Oral Communication</b>	<ul style="list-style-type: none"> <li>• Uses appropriate language with consideration to vocabulary, tone and pace to talk with learners and other vocational education and training (VET) colleagues</li> <li>• Uses language that demonstrates cultural sensitivity and builds and maintains understanding and rapport</li> </ul>
<b>Interact with Others</b>	<ul style="list-style-type: none"> <li>• Collaborates with colleagues and support specialists to design and implement effective learning strategies</li> <li>• Considers how others should be involved, often using consultative or collaborative processes when evaluating practice</li> </ul>
<b>Get the Work Done</b>	<ul style="list-style-type: none"> <li>• Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes</li> </ul>

## ENROLMENTS

For further information or enrolment, please contact:

**Studywell College**

Phone: 1300 026 163

E-mail: [info@studywellcollege.edu.au](mailto:info@studywellcollege.edu.au)

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