

Language, Literacy and Numeracy Policy



The information provided on the Expressions of Interest form and the Enrolment form will give VOTES an indication as to whether there might be a problem relating to Language, Literacy and Numeracy for the prospective student, i.e. education, country of origin, disability and assistance with the disability.

When filling out the Enrolment form the VOTES staff member shall ensure that the student understands the questions on the form and knows when and where the course is to be held and what the course is about.

If a language, literacy or numeracy problem is identified, the VOTES staff member will interview the student to make sure that the course is suitable and to decide what adjustments need to be made to ensure the student will learn the skills that will need to be completed to qualify for the completion of the course.

Definitions:

Language – the tool we use to communicate with one another in many different situations and for many different reasons. Language involves speaking, listening, reading and writing.

Literacy – the ability to read and use written information. It means being able to recognise, read and interpret documents, signs, etc., and write what is required accurately and efficiently.

Numeracy – involves being able to carry out mathematical operations and includes knowing when to use maths, what maths to use and how to do it.