



SYDNEY FILM SCHOOL

Language, Literacy & Numeracy

Under the Australian Quality Training Framework (AQTF), the School, as a Registered Training Organisation (RTO), has an obligation to recognise that many students do not have the language, literacy and numeracy skills they need to effectively participate in vocational training and workplace communication.

Procedure:

The School will ensure that all employees take account of any language, literacy and numeracy difficulties a participant may have.

The School will meet the needs of individuals, and provide assistance in the area of language, literacy and numeracy through the following:

- Promoting to participants the availability of confidential assistance if they have language and numeracy problems. This will be offered at initial enquiry and before program commencement;
- Ensuring that trainers and assessors can identify participants with language, literacy and numeracy problems and that they implement appropriate strategies to assist those participants to obtain satisfactory vocational outcomes;
- Ensuring language, literacy and numeracy issues are considered during curriculum and document development;
- Developing links with professional organisations for referral of participants with language, literacy and numeracy difficulties;
- Ensuring that this policy is communicated to all participants via handbooks and provide copies when requested.

If a student feels their understanding of English is not adequate, for the proper comprehension of the spoken language relating to their studies, they are urged to seek an appointment with the International Relations Manager to discuss their progress.

If it is found that a student's English is not of a suitable level, a referral to an English Language School will be given.

Should a student, on commencing a course, be assessed as needing additional English language studies to enable them to effectively undertake studies, a referral to an English Language School will be given.