

**Learner Support** VLIBTC provides appropriate learning support to all students through its training and assessment where learning difficulties are experienced by the student.

### At enrolment

- Students need to discuss any learning difficulties at their initial interview. They will also need to complete VLIBTC's Language Literacy and Numeracy (LL&N) Test.
- During the interview/acceptance process students identifying with Learner Support needs will be advised by the Interviewing Staff of the support measures available at VLIBTC and through referral to support agencies.
- VLIBTC's management will be advised of all LL&N and learner needs that identify significant Learner Support requirements and will consider a follow-up /action plan or appropriateness of the course.
- Aus/NZ students will be sent a letter/email informing them of the outcome. This will contain planned learner support if applicable or the reasons for refusal and alternative options.
- International students will be informed of the Learner Support they will be provided with if required or whether it is recommended they attend an English School to lift their standard prior to commencing their enrolled course.
- Students identified as having significant Learner Support needs may be given the options of:
  - ☐ One to one educational support from the unit trainer during and/or immediately after class or by appointment (*No cost*)
  - ☐ One to one or group educational support from VLIBTC tutors throughout the course (*No cost*)
  - ☐ Referral to support agencies or a language college (*May or may not cost*)
  - ☐ A reduced study load - only available to Aus/NZ students (*may affect funding*)
  - ☐ Course material format alterations — electronic, large print, braille personal computers, coloured paper, voice synthesizers, voice recorders and special furniture (*May be a cost*)
  - ☐ Reasonable adjustment may be applied to any assessment if approved by management: questions presented orally; oral responses using a voice recorder or a scribe; more time/ different time for assessments, a quiet separate room, or a personal assistant (*No cost*)
  - ☐ Study buddy and/or reader
  - ☐ Non-accredited classes as an alternative - no assessments - only available to Aus/NZ students. A certificate of attendance is given at conclusion of study rather than a qualification (*15% discount*)
  - ☐ The course maybe reviewed for appropriateness when there are significant learner support needs that the college is unable to meet without substantial cost.

### Post enrolment

- Following enrolment the Student Support Officer and student will implement the agreed action plan, informing all staff involved, adjusting the plan if necessary and regularly following up on progress. VLIBTC's training staff will be available by appointment to provide Learner Support to enrolled students.

### Pre assessment

- All VLIBTC training staff review the specific support requirements of all students with learner support needs prior to each assessment event. Students (and the Student Support Officer) must request this with the class teacher at the commencement of each subject. Where assessment adjustment is necessary the Training Coordinator must give prior approval.
- Reasonable adjustment applied to any assessment will be recorded and maintained on a student's enrolment records.