

Language Literacy and Numeracy Requirements for the Implement Traffic Control Plans Course

Course participants will require a basic level of English Language, Literacy and Numeracy (LLN) Skills to successfully participate in the course(s). The core skills required are in the area of Reading, Writing, Oral Communications, Numeracy and Learning. In the area of Reading and Learning (for example) you will need to be able to read and fully understand the contents of this document.

Examples of the required LLN skill level for both Traffic Controller and Implement Traffic Control Plans include:

READING: Level 2-3

- Ability to read appropriate signage for the tasks required and can read and interpret traffic control plans that include specialised symbols.

WRITING: Level 2-3

- Writes clear sequenced instructions for using routine/everyday activities.
- Records simple and routine information from a telephone message
- Can write tasks to be completed by other staff.
- Completes a range of forms requiring routine and factual data, e/g/ WHS records, inspection reports and checklists

ORAL COMMUNICATION: Level 2-3

- Demonstrates language use appropriate to some different interactional purposes, e.g. gives and opinion or explanation, makes and enquiry or seeks clarification.
- Can identify key information relevant to an exchange.
- Can explain routine procedures and give clear sequenced instructions to others.
- Follows directions to perform a sequence of tasks and listens for specific information in a formal workplace meeting.
- Asks questions to clarify and confirm instructions.
- Listens to clear, sequenced instructions of several steps and asks clarifying questions as required.
- Communicates using radio equipment, e.g. to report to base on a location or field emergency.

NUMERACY: Level 2-3

- Interprets and comprehends a range of everyday mathematical information that is embedded in familiar and routine texts.
- Can interpret and familiar and routine maps and plans.
- Uses appropriate technological devices to measure, estimate and calculate length/distance.
- Selects and uses appropriate tools and hand held device. e.g. uses tape measure to measure.
- Problem solving processes using developing estimation, and other assessment skills.
- Ability to calculate braking distances and speed of oncoming traffic.

Please note that the Traffic Controller course has slightly lower LLN requirements – contact the office for further information.

It is the Learners' responsibility to disclose and make Licences 4 Work (L4W) aware of any information about their individual learning requirements including LLN levels.

NOTE: If individual Learner needs are not identified or disclosed prior to attending a L4W course we may not be able to cater for adequately for these needs within the designated face to face period without impacting on the needs of other Learners or the structure and objectives of the course.

A Learner's Language, Literacy and Numeracy (LLN) skills may be assessed by L4W for the purpose of determining the Learner's likely ability to cope with the requirements of the course to be enrolled in. You may also request to have your LLN skills assessed (at no cost).

Assessment of the skills required may be by way of:

- Assessing yourself – you will be asked about your LLN level and support on the enrolment form completed prior to commencing your training on day 1 of your course.
- Having a formal LLN assessment – we can provide you with access (at no cost) to an industry accepted LLN assessment. This will provide detailed results about your current skill level and also allow us to tailor (if possible) the course to meet your needs.
- Informal assessment of verbal English skills via communications at enrolment time – this can be done by way of interview with a customer service officer and/or one of the trainers
- Our customer Service staff and/or your trainer reviewing your enrolment documentation;
- Having a discussion with your trainer (instigated by you or your trainer) early on in the training course (Trainers are well trained to have a fair idea of your needs by morning tea of the first day).

IMPORTANT: When completing the Enrolment Form to enrol in your chosen course you will be required to indicate that if you have Language, Literacy and Numeracy support needs. The questions in the enrolment form are not an assessment and are included to ensure that consideration of this need is made prior to enrolling or continuing in a course.

If you have made a booking and subsequently find, or it is determined that:

- You will need additional training assistance - Then we will assist you in your pathway. This may include making allowable Reasonable Adjustments (small allowable changes) to your training and/or assessment. For training this may including additional training and/or alternative methods of training. For assessment we are restricted to the prescribed assessment requirements, however there is scope for some Reasonable Adjustment. Please note that additional support may attract fees, however if you decide to withdraw at any time due to LLN support needs then you will be provided with a full refund of your course fees.
- You will not be able to undertake the course at this time – In this case we will make recommendations as to which areas you need to improve in order to successfully reach your required outcome (gaining the qualification) and your options (for example referral to specialist support person or organisation where required e.g. Adult Literacy class at Adult Community College) – In this case you may apply for a full refund of any fees paid.

NOTE: If you have been assessed as having LLN skills below a Level 2 against each of the Core Skill areas you will need to discuss your options with L4W prior to enrolling. Contact L4W to discuss your individual situation and needs.