

Information about the language, literacy, and numeracy (LLN) skills assessment

At CTG, our courses are designed for effective learning, and it's crucial for you to possess strong language, literacy, and numeracy (LLN) skills to succeed. To ensure you enrol in a course that suits your abilities, we need to assess your existing skills and competencies, including your LLN skills. Digital skills may also be relevant for specific units, such as plan drawing courses.

Our administration team will discuss the required LLN level for a course before confirming your enrolment. This discussion can evolve into a conversation, allowing us to understand your learning needs, issues, LLN concerns, and the necessary support for your successful progression in the course. We encourage you to discuss your concerns directly with us so that we can collaborate to find effective solutions for your studies.

Every student receives an LLN assessment with their pre-course enrolment materials via booking confirmation email, accompanied by instructions. The LLN assessment can also be accessed on CTG's website. The assessment includes questions to evaluate your basic LLN skills and identify areas that may require support from us. If necessary, you can complete the LLN assessment before enrolling in the course. We strongly recommend completing this assessment within 24 hours of receiving the email from us and returning us the completed LLN assessment, enabling us to plan and incorporate LLN support strategies into the course when you start. You must not seek help from others or any assistive technology or language processing software (e.g., Google translator) to complete this LLN assessment. If the completed assessment indicates that you do not meet the LLN requirements, we will discuss alternative course options and/or LLN support strategies. If you encounter difficulty reading and comprehending the LLN assessment questions and struggle to complete the assessment, inform CTG to discuss alternate course options or support strategies with us.

Alternatively, you can complete and bring the LLN assessment on their first day of course or you can complete it on the first day of your course at CTG prior to the course starting. The assessor will assess the completed LLN assessment of each student on day 1 of their course. If you decide not to complete the LLN assessment and, during the induction process on the course day or during assessment times, it becomes apparent that you lack the necessary learning and LLN skills, you may be advised not to continue with the course. Without prior information and planning, we may be unable to adequately support you.

CTG offers LLN student support, including additional training support, verbal assessments (for knowledge/theory assessments only), and the use of interpreters (approved by the regulatory body). Extra costs may apply. Please contact CTG for more details.

If a student is found to lack sufficient LLN skills, CTG may suggest taking a course to improve these skills. CTG does not offer English preparation and other skill development courses. These courses are available at external organizations such as AMES Australia or through a Learn Local organization.

Additional instructions for employers making bookings on behalf of students:

Employers and employment and recruitment agencies making bookings on behalf of students must be informed about the importance of their role and our requirements in identifying individual learning needs and LLN levels. Employers need to collaborate closely with our administration team to plan accordingly. To ensure students are better prepared for the theory assessment and practical training opportunities:

- Request your employees (prospective students) to complete the LLN assessment and return it to us, where practical. This data will help the CTG administration team collaborate closely with the RTO Manager and trainers to develop tailored support strategies for students with LLN and learning needs. Alternatively, they can complete and bring the LLN assessment on their first day of course or they can complete it on the first day of the course at CTG prior to the course starting. The assessor will assess the completed LLN assessment of each student on day 1 of their course.
- Encourage students to thoroughly read the learner guide or pre-learning materials 2-3 times before attending the training day at the RTO.