



## LANGUAGE LITERACY & NUMERACY ASSISTANCE (LLNA) POLICY

We recognise that not all people are able to read, write and perform calculation to the same standards. Therefore, as part of the REE enrolment form, clients must identify any barriers to learning that may affect their ability to attain competency in any of the modules, including Language, Literacy and Numeracy (LLN) needs. Based on this information, along with information you provide during the course, REE will identify any individuals or groups with special training needs and will endeavour to provide support to these clients. REE supports the client during the course through:

- The provision of one-on-one training
- Allowing practical, hands-on experiences as part of the activities
- The use of graphics to support learning materials
- Allowing the clients to record the sessions for further study
- The provision of handouts.

In the first instance, if clients are experiencing difficulties, they are encouraged to seek support from the trainer.

Following this, the trainer may refer the client to external welfare and guidance agencies, such as:

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|------------------------------------|---|
| • Centrelink                       | 13 10 21 <a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a> |
| • Disabled Persons Resource Centre | (02) 4626 8266  |
| • Macarthur Community Options      | (02) 4628 3143  |
| • Salvation Army Welfare Centre    | (02) 4625 0803  |
| • Macarthur Personnel              | (02) 4628 6016  |
| • Skillshare                       | (02) 4626 3833  |