

	Title: Learner Support Policy (VET)	
	Version: V1.00	Date: 30/03/2016
	Policy Area: Student	Next Review: 01/04/2017
	Approval: Academic Board	Signature: 

Learner Support Policy

Vose Seminary's management and staff are committed to providing enrolling and enrolled Learners with Language Literacy and Numeracy (LL&N) Needs and/or learning differences, with advice and support intervention options to assist with a Learner's ongoing learning and progress through Vose Seminary's course. Vose Seminary recognises that the Learner Support provided by Vose Seminary will not always result in obtainment of competency for every Learner. We recognise that some Learner support needs will be unable to be met by Vose Seminary. Where these are identified, pre-enrolment, the Learner will receive guidance reflecting this.

At Enrolment

- Learners identifying Learner Support needs during the enrolment process will be advised Vose Seminary staff of the support measures available at Vose Seminary and through referral to support agencies. (Please refer to the following support agencies list below)
- Vose Seminary's enrolment staff may request that a Learners with learner support needs undertake a course specific LL&N test. Results from the test will be assessed and the course being enrolled in reviewed for appropriateness.
- Vose Seminary management must be advised of all LL&N test results that identify significant Learner Support needs of enrolling Learners.
- Learners identified as having significant Learner Support may be referred to support agencies or may be enrolled at Vose Seminary with an adapted study load.

Post Enrolment

- Following enrolment all the Vose Seminary's training staff will be available by appointment to provide Learner Support to enrolled Learners.

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- Learner Support provided by Vose Seminary staff may include specific interventions identifying Australian Core Skills Framework (ACSF) training needs for learners at varying performance levels.

Pre-assessment

- All Vose Seminary training staff must review the specific support requirements of all Learners with learner support needs prior to each assessment event.
- Where reasonable adjustment is determined as necessary for a Learner with learner support needs advice must be provided to Vose Seminary Training Coordinator detailing the reasonable adjustment being planned prior to the assessment event (email).
- Vose Seminary's Training Coordinator must approve each assessment that contains planning of reasonable adjustment.
- Reasonable adjustment applied to any assessment must be recorded and maintained on a Learner's enrolment records.

Learner Support Review

Vose Seminary's management will monitor its ongoing Learner support measures within its Continuous Improvement Systems and within each Internal Audit conducted. Monitoring will include post course survey of Learners receiving Learner Support assistance at Vose Seminary.

Please refer to the following list of available internal support services:

Guide to the Presentation of Essays:

Vose seminary has developed a guide to assist Learners in adhering to academic rigour required in their course. The Guide to the Presentation of Essays will develop skills such as:

- Essay structure
- Essay presentation
- Correct use of referencing, quotations, acknowledgement of sources, and foot notes (Turabian)

Study Skills Workshop:

The Vose Study Skills Workshop is run prior to each semester during orientation. Skills that are developed and given feedback on include:

- Research methodology
- Correctly referencing using Vose Seminary Referencing rules (Turubian)
- Essay construction

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Library Guides

Vose Seminary library publishes tutorials designed to assist Learners in the effective use of an academic library for the support of their studies. Such tutorials include:

- Guide to the library catalogue
- Guide to journals
- Guide to Ebook/Eresources
- Guide to evaluating academic books

Access to Vose Seminary academic staff:

Vose Seminary Learner enjoy Trainers and Assessors with a high level of academic qualification and vocational experience combined. Vose staff are available upon request to all Learners for the discussion of their learning and assessment tasks.

Please refer to the following list of available external support agencies.

- **Learning Difficulties Australia** www.lidaustralia.org

Learning Difficulties Australia is an association of teachers and other professionals dedicated to assisting Learners with learning difficulties through effective teaching practices based on scientific research, both in the classroom and through individualised instruction.

- **Australian Council for Adult Literacy** www.acal.edu.au

The Australian Council for Adult Literacy promotes adult literacy and numeracy policy and practice. The council exists to:

- provide leadership in Australian debate on adult literacy and numeracy practices and policy
- build understanding of adult literacy and numeracy issues
- advocate on behalf of equitable adult literacy and numeracy provision for all Australians
- build links between people, organisations and systems; the participants and stakeholders in the adult literacy and numeracy field
- Work with other organisations on issues of mutual concern.

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Appendix: Document History and Version Control Record

Document Title: Learner Support Policy (VET)

Source Documents:

Associated Internal Documents:

Associated External Documents: Learner Support Policy Audit Ready Stock Policy
[Standard 1.07](#)

Authorised Officer: Compliance and Administration Officer

Approved by: Academic Board

Date of Approval: 30/03/2016

Assigned Review Period: As per the review schedule

Date of Next Review: 30/04/2017

Version Number	Version Date	Authorised Officer	Amendment Details
D0.01	18/01/2015	Compliance & Administration Officer DB	Formation of VET Learner Support Policy
V1.00	30/03/2016	D Bonallack	Approval of draft

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