



POLICY NAME	LLN Student Policy			POLICY NO.	2024.13
EFFECTIVE DATE	07/02/2022	DATE OF LAST REVISION	08/08/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Sarah Burnett		CONTACT INFORMATION	admin@aota.com.au	
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	Trainers and Assessors	GROUP 2	Administration Staff	GROUP 3	Directors and Managers
GROUP 4	Students	GROUP 5	Organisations	GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Sarah Burnett		Initial publication	Sarah Burnett

APPROVAL AND REVIEW

LLN Student Policy

This policy is to define the processes required to follow up students LLN results through the LLN Robot.

Background

Clause 1.7 The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET [vocational education and training] accredited courses.

To maximise the chance of a student successfully completing their training, AHRT needs to:

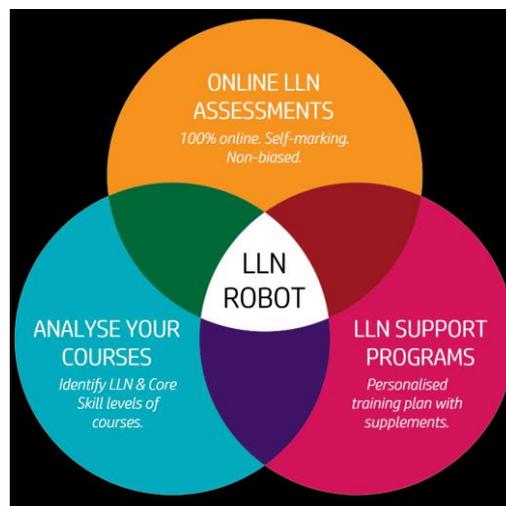
- identify any support individual learners need prior to their enrolment or commencement (whichever is the earliest) (see also clause 5.1)
- provide access to the required support throughout their training.

This may include providing support through:

- LLN support
- assistive technology
- additional tutorials including online tutorial support
- other mechanisms, such as assistance in using technology for online delivery components.

Policy

Once a student is enrolled in the LLN Robot it is critical we manage this enrolment to ensure that they have completed the test. The LLN Robot is an online system that combines ACSF testing, Course profiling and LLN Support into one package.



The LLN Robot plays a critical role in a student's training. A student must be able to meet the standard required to complete a course and the LLN Robot clearly communicates if they can achieve this.

Each student will be enrolled in the LLN BEFORE commencing their training, this is done via the robot website and each member of AHRT will have their own unique login code to access the system.

Once you have enrolled a student into the LLN Robot it is critical that you monitor their process.

AOTA LOCATION

For student enrolled at AOTA Unanderra, administration staff will regularly check the progress and contact the student and remind them to complete their LLN. This contact can be either a phone call or an email but must be logged into the Axcelerate platform under Contact NOTE, there are several LLN notes prepopulated.

Once the student has completed the LLN the results will be visible:

<input type="checkbox"/>	Robin	Lore, Robin	robin@aota.com.au	3	3	3	3	3	06/06/22 9:57 pm	
<input type="checkbox"/>	skipped	brennan, sarah	admin@aota.com.au	3	2	3	3	3	06/06/22 10:19 am	

Administration will then check the students name and hit EXPORT LLN REPORT

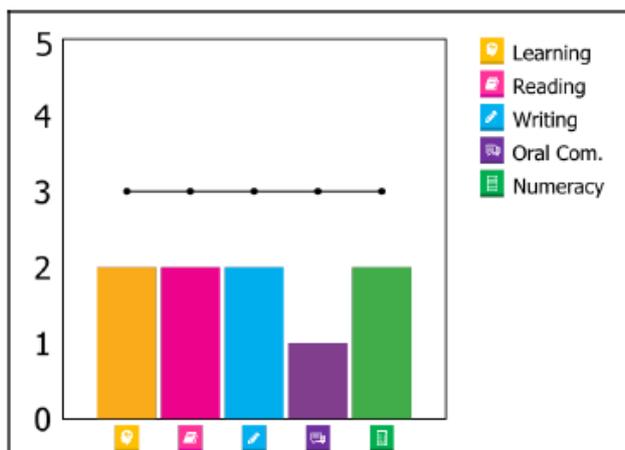
		ΥΒΣΧΙΑΣΕ	ΔΕΤΕΛΕ	ΕΚΒΟΛΙ ΣΩΛ	ΕΚΒΟΛΙ ΓΤΠ ΒΕΒΟΒΙ	ΠΥΓΟΥΔ ΓΕΥΒΝΕΣ ΣΥΒΜΙΣΣΙΟΝΣ				
<input type="checkbox"/>	εκιββεσ	βρενναν' σαρη	εκιββεσ@αοτα.αομ.αυ	Ν/Α	3	3	Ν/Α	3	06\06\22 10:19 αμ	
<input type="checkbox"/>	εκιββεσ	βρενναν' σαρη	εκιββεσ@αοτα.αομ.αυ	3	5	3	3	3	06\06\22 10:19 αμ	
<input checked="" type="checkbox"/>	ροβιν	λορε' ροβιν	ροβιν@αοτα.αομ.αυ	3	3	3	3	3	06\06\22 9:57 πμ	

This will then allow you to choose the course they are enrolled in and check if they meet the required level.

SELECT COURSE		1 LEARNER SELECTED		Search					
COURSE NAME	QUALIFICATION LEVEL	Lightbulb	Document	Pencil	Chat	Calendar			
<input type="radio"/> Advanced Rigging	Certificate I	2	2	2	1	2			
<input type="radio"/> Basic Rigging	Certificate I	2	2	2	1	2			
<input type="radio"/> C6 Crane	Certificate I	2	2	2	1	2			
<input type="radio"/> Confined Spaces	Certificate I	2	2	2	1	1			
<input type="radio"/> Dogging	Certificate I	2	3	2	1	2			
<input type="radio"/> First Aid	Certificate I	2	2	2	2	1			
<input checked="" type="radio"/> Forklift	Certificate I	2	2	2	1	2			
<input type="radio"/> HR Truck	Certificate I	2	3	2	1	1			
<input type="radio"/> Intermediate Rigging	Certificate I	2	2	2	1	2			
<input type="radio"/> WSAH	Certificate I	2	2	2	1	2			

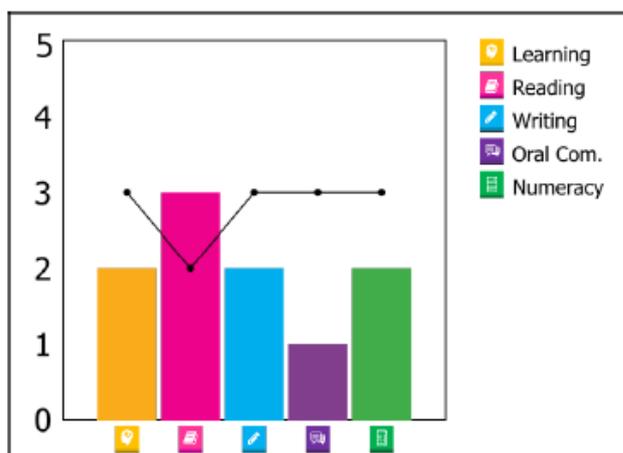
Once you select the course, choose EXPORT LLN REPORT, this will then create a PDF Report for the student. If they meet the standard you will see the following graph:

Summary Graph



If they do not meet the requirements the following graph will be shown:

Summary Graph



As the level is not met by scrolling through the document you will come to the following information:

Core Skill	Course Level	Learner's Current Level	Action Plan
Learning	2	3	No Action Required
Reading	3	2	Training Supplement Generated
Writing	2	3	No Action Required
Oral Communication	1	3	No Action Required
Numeracy	2	3	No Action Required

Click [here](#) to download a copy of the training supplement for sarah brennan. You will also receive an email with this link.

The administration staff will then click on the link, download the training supplement and send it to the student via email, including the original LLN report connected to course.

The email will say that the results of the LLN meant that there was a gap identified and in order to address this gap before training could they please complete the supplement and then redo the LLN report. The email needs to also stress take you time in completing the questions. The Administration Staff will then send another invite to them for them to complete. They will also email the student the Student LLN resources document that has links and hints. The link to this document is below:

<https://www.dropbox.com/s/vdyrcv5milfyk2h/Student%20LLN%20Resources%20Document.pdf?dl=0>

Administration will then send the course list to the trainer so they know the students they will be training via email.

The day before the course is to commence the trainer will login the LLN Robot and check their students results.

The trainer will then monitor the student and determine on the day if they are able to meet the LLN requirements of the course.

If the student is unable to meet these requirements they are to speak to the student and develop a plan to work with the student to get them to a level where they can meet the course requirements.

Third Party Arrangements

For all external third parties the above process must be conducted by the third party, AHRT will provide a unique login for each third party that will grant them access to the LLN Robot.

The above process will be followed and records maintained. This will also mean that once you have a student that has completed the LLN they DO NOT need to redo it for future courses as the results can be mapped to each course.

Sarah Burnett

CEO

AHRT

07 June 2022