Language, Literacy and Numeracy

Preamble

In keeping with Government legislation in relation to assess and equity and the AFTA Travel & Tourism College NSW policy on access and equity, AFTA Travel & Tourism College NSW undertakes to provide language, literacy and numeracy support for students who may require such support.

AFTA Travel & Tourism College NSW has a proportion of overseas students with English as a second language. All our courses are delivered in English so it is essential that all students have adequate language, literacy and numeracy skills to cope with the demands of the course in which they enrol.

Policy

Overseas students with English as a second language must be able to demonstrate an English proficiency equivalent to the completion of 10 weeks at an Intermediate level. If students are unable to provide this evidence the college may require them to undertake an aptitude test to assess English proficiency, literacy and numeracy levels.

AFTA Travel & Tourism College NSW requests that students notify the College of any special assistance they may require in relation to literacy and numeracy. If additional charges apply eg for a scribe or for additional equipment, the college undertakes to notify the student prior to the commencement of the course.

AFTA Travel & Tourism College NSW recognises that assistance with literacy and numeracy and language, may be necessary during some courses or programs as ongoing language support is critical to the retention and success of students.

Implementation

Students are requested to declare any learning disabilities/ language requirements as a part of the enrolment process. Once such requirements are identified staff are alerted to the students’ requirements so that remedial processes can be implemented.
AFTA Travel & Tourism College NSW assesses the student’s English language skills in an initial assessment session prior to commencement of the course. These results are collated and ‘at risk’ students are identified. Students with insufficient English proficiency are required to undertake additional English studies.

Once they have commenced their studies, students are offered specialised tutorial assistance. This is incorporated into the academic program over each term and may have a particular emphasis on essay and report writing, writing skills, referencing and plagiarism. As a follow up, individual tuition is provided on a one-to-one basis geared to the needs of each student. This may include assistance with oral presentations, editing of assignments and preparation techniques for exams.

All AFTA Travel & Tourism College NSW Staff and Students are informed of and provided with a copy of this policy and procedure. This policy & procedure is provided to each staff member as a part of the staff induction process. Copies of this policy and procedure are in the policy and procedures manual.

Review

The policy will be reviewed through consultation at management and staff meetings.