

## LANGUAGE LITERACY AND NUMERACY POLICY

Hospitality Group Training is committed to providing a quality learning experience for all students who engage in its education and training programs.

Hospitality Group Training recognises that some students may require more language, literacy and numeracy support than others and will ensure their needs are supported throughout their training program.

These may include:

- Students who have lower educational attainment
- Student of Aboriginal and Torres Strait Islander origin
- Students who have disabilities or learning difficulties
- Students whose first language is not English

Hospitality Group Training has the responsibility to ensure that:

- All documents produced or used by HGT are written in plain English
- A range of methods are in place to assist students to measure their language, literacy and numeracy abilities
- Students identified as requiring additional language, literacy and numeracy needs are provided with sufficient advice and support services
- All course materials and assessment tools are developed with language, literacy and numeracy needs in mind
- Our trainers are provided with the necessary professional development to manage language, literacy and numeracy issues as they arise.
- Those who have been identified to require additional support are not discriminated
- Students who require or request additional language, literacy and numeracy support are referred to professional organisations as appropriate
- The approaches to learning are adapted to suit the needs of those requiring language, literacy and numeracy support