



Language, Literacy and Numeracy

POLICY AND PROCEDURE



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1. Rationale and policy statement

Rationale

Aura Education is committed to providing a supportive and compliant learning environment for international students undertaking CRICOS qualifications, in strict alignment with the National Code 2018, the ESOS Act 2000, and the Standards for RTOs. This Language, Literacy, and Numeracy (LLN) Policy and Procedure establishes a systematic framework for identifying the core foundational capabilities of prospective learners against the Australian Core Skills Framework (ACSF) before formal enrolment. By verifying that students possess the requisite skills to meet the inherent academic demands of their chosen course, this policy mitigates the risk of unsatisfactory progress in the course, ensures compliance with student visa requirements, and upholds institutional academic integrity.

Policy Statement

This policy ensures that all applications for enrolment are appropriately assessed, so that all intending international students on a student visa have every opportunity to satisfy the requirements for satisfactory course progress in their proposed course of enrolment at Aura Education. Furthermore, it enables Aura Education to implement timely interventions, reasonable adjustments, and targeted support, empowering international learners to successfully navigate their studies and transition effectively into their chosen industry.

2. Definitions

Term	Meaning
Language, Literacy, and Numeracy (LLN)	The foundational skills required for individuals to participate effectively in education, work, and the broader community, which are mapped against national competencies.
Australian Core Skills Framework (ACSF)	A national reference framework used to target, assess, and measure performance in the five core skills of Learning, Reading, Writing, Oral Communication, and Numeracy.
Pre-Enrolment Assessment	A mandatory evaluation conducted before issuing an official Letter of Offer to determine whether an applicant meets the minimum foundational requirements for their prospective course.
Confirmation of Enrolment (CoE)	An official document issued electronically to international students by Aura Education via PRISMS, confirming the student's eligibility to enrol in a specific CRICOS course and required for student visa applications.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students; the official Australian Government register of providers authorised to offer courses to international students.

Term	Meaning
Intervention Strategy	A formal, documented plan of action implemented by Aura Education to support a student who has been identified as at risk of not meeting course progression or LLN benchmarks.
Reasonable Adjustment	A modification made to the learning environment, training delivery, or assessment methods to assist a student with specific needs, provided it does not compromise the academic integrity of the qualification.
ASQA (Australian Skills Quality Authority)	The national regulator for Australia's vocational education and training (VET) sector, responsible for ensuring providers meet quality standards.
National Code	The National Code of Practice for Providers of Education and Training to Overseas Students 2018; a set of nationally consistent standards governing the delivery of courses to international students.
PRISMS (Provider Registration and International Student Management System)	The secure computer system sponsored by the Australian Government that allows providers to issue Confirmations of Enrolment (CoEs) and report student enrolment changes.

3. Purpose

The purpose of this policy and procedure is to establish a rigorous, standardised pre-enrolment assessment process that ensures all international student applicants at Aura Education possess the language, literacy, and numeracy skills required to meet the academic demands of their chosen CRICOS course successfully. It ensures compliance with the Standards for RTOs and the National Code, while proactively identifying learners who require targeted support or reasonable adjustments before their training begins.

4. Scope

The scope of this policy and procedure applies to all prospective international students applying for enrolment into CRICOS-registered qualifications at Aura Education, as well as all recruitment, admissions, and academic staff involved in the pre-enrolment, marketing, and selection processes. It encompasses all stages of the pre-enrolment pipeline, from initial application and LLN testing through to the formal evaluation of results before the issuance of a Confirmation of Enrolment (CoE).

5. Alignment and legislative context

Type	Instrument	Relevance to Aura Education LLN Policy
Federal Legislation	Education Services for Overseas Students (ESOS) Act 2000	Mandates that CRICOS providers enrol only international students with the necessary capabilities to achieve the course outcomes, safeguarding Australia's international education reputation.
National Standards	National Code of Practice 2018 (specifically Standard 2)	Requires Aura Education to implement documented procedures to assess whether the student's qualifications, experience, and English proficiency/LLN capabilities are appropriate for entry into the course before a CoE is issued.
VET Regulation	Standards for RTOs (Clause 1.7)	Directs Aura Education to determine the support needs of individual learners and provide access to educational and support services, ensuring that pre-enrolment LLN testing identifies these gaps early.
National Framework	Australian Core Skills Framework (ACSF)	Serves as the precise benchmark mechanism used by the ACER platform to measure, evaluate, and report the applicant's actual skill levels against the explicit academic demands of ICT50220 and ICT60220.
Immigration / Visas	Migration Act 1958 & Student Visa Conditions	Ensuring international students have the foundational capacity to succeed protects their visa status by directly preventing course failure and breach of mandatory Course Progress requirements.

6. Staff Responsible

Role	Responsibilities
Chief Executive Officer/Compliance	Oversees the systematic application of this policy to maintain ASQA, ESOS, and National Code compliance. Manages the Continuous Improvement and Enrolment Rectification Register in the event of a policy breach. Leads root-cause analyses and conducts staff retraining following any procedural errors.
Admission Officer	Initiates and sends the unique ACER testing links to applicants during pre-enrolment. Verifies identity and ensures supervised testing conditions are maintained. Retrieves completed ACER automated score reports. Issues Letters of Offer only upon receiving formal approval from the CEO/Compliance.
Academic Coordinator	Reviews and evaluates completed ACER LLN profile reports against the ACSF benchmarks for ICT50220 and ICT60220. Determines final entry suitability and signs off on the pre-enrolment assessment. Designs, documents, and monitors LLN Intervention Strategies and Reasonable Adjustments for borderline applicants.
Education Agents (Offshore/Onshore)	Act as authorised witnesses to ensure prospective international students complete the ACER assessment under strict, independent exam conditions without unauthorised assistance.

7. Course-Specific Minimum ACSF Benchmarks

The defined minimum ACSF levels required for direct, unsupported entry into these courses at Aura Education are outlined in the table below:

Core ACSF Skill	ICT50220 (Diploma) Benchmark	ICT60220 (Advanced Diploma) Benchmark
Learning	Level 3 (Independent learning & task planning)	Level 4 (Self-directed learning & evaluation)
Reading	Level 4 (Complex technical specs & code syntax)	Level 4 (Specialised strategic & enterprise documentation)
Writing	Level 3 (Technical reporting & system documentation)	Level 4 (Complex professional briefs & strategic reports)
Oral Communication	Level 3 (Collaborative technical group discussions)	Level 4 (Complex stakeholder presentations & negotiations)
Numeracy	Level 3 (Data analysis, budgeting & system metrics)	Level 4 (Advanced mathematical logic & complex datasets)

8. Approved Assessment Tool

Aura Education utilises the ACER Online LLN Assessment tool developed by the Australian Council for Educational Research (ACER) as its approved testing platform to verify core learner capabilities. This government-approved, robust testing platform provides a standardised, objective method for evaluating an applicant's foundational skills, mapping their performance directly against the Australian Core Skills Framework (ACSF) levels. For Aura Education, the ACER platform delivers secure, automated, and audit-ready reporting that serves as verifiable evidence of student suitability during the pre-enrolment phase.

9. Operational Implementation via the ACER Online LLN Platform

Direct Entry Pathway:

- If the applicant's ACER automated score report indicates they have achieved or exceeded all defined benchmarks for their targeted course, they are cleared for standard enrolment processing.

Supported Entry / Intervention Pathway:

- If an applicant falls one level below the required benchmark in no more than two areas (e.g., scoring Level 3 in Writing for the Advanced Diploma), Aura Education may issue a conditional offer. This requires the Academic Coordinator to document a formal LLN Intervention Strategy or apply Reasonable Adjustments (such as extended assessment timelines or targeted academic tutoring) starting from week one.

10. LLN Pre-Enrolment Assessment Procedure

1. Once an international application is received, the Admissions Officer generates a unique testing invitation link within the ACER online LLN platform and emails it directly to the applicant with clear system instructions.
2. The prospective student completes the online ACER assessment under secure conditions, either monitored via an authorised offshore educational agent or supervised online by Aura Education staff via a video link.
3. Upon test completion, the ACER system automatically scores the responses and generates a comprehensive LLN profile report mapped against the Australian Core Skills Framework (ACSF) levels.
4. The Academic Coordinator downloads the ACER report and reviews the achieved levels against the pre-determined minimum ACSF benchmarks required for the specific CRICOS qualification.
5. If the applicant meets the benchmarks, the Admission Officer proceeds with issuing the Letter of Offer; if the benchmarks are not met, the file is referred for a support feasibility review, a reasonable adjustment assessment, or a formal deferral/rejection.

11. Policy Breaches and Non-Compliance Protocol

A breach of this policy occurs when an international student is issued a Letter of Offer or a Confirmation of Enrolment (CoE) without successfully undergoing the mandatory ACER online LLN assessment, or when an applicant is admitted despite failing to meet the minimum ACSF benchmarks without a documented, approved Intervention Strategy.

In the event of an identified breach, Aura Education will execute the following rectifying actions:

- The staff member who identifies the omission must immediately notify the CEO/Compliance and the Academic Coordinator. The breach must be formally logged in Aura Education's Continuous Improvement and Enrolment Rectification Register within 24 hours of discovery.
- If the student has already commenced their course, they must be contacted immediately by the Admissions team.

- The student will be required to sit the supervised ACER LLN assessment within 5 business days of the breach identification to establish their current ACSF baseline.

12. Risk Evaluation and Rectification Strategy

- If the student passes, the ACER report is filed retrospectively in the student management system to correct the record.
- If the student fails to meet the baseline, the Academic Coordinator must immediately initiate a mandatory LLN Intervention Strategy. This includes implementing immediate reasonable adjustments and assigning targeted academic tutoring to safeguard the student from falling behind or breaching their student visa conditions.
- The Compliance/CEO will conduct an internal audit of the specific student file to determine how the procedural failure occurred (e.g., system oversight, unauthorised agent bypass, or admissions error).
- Staff members involved will undergo mandatory re-training on CRICOS pre-enrolment compliance obligations.

13. Related Documents

- Pre-Enrolment Application Form
- ACER Online LLN Platform Guide for Applicants
- ACER Automated Student Profile Report:
- LLN Assessment Outcome Sign-off Sheet
- LLN Support / Intervention Strategy Plan
- Continuous Improvement Register
- Enrolment Rectification Register
- International Student Complaints and Appeals Policy and Procedure
- Pre-Enrolment Information Checklist

14. Version Control

Version	Date	Author	Approved by	Change description
2.0	03 Sep 2026	Compliance	CEO	Annual review
1.0	20 Aug 2025	Compliance	CEO	Original