

## Language, Literacy and Numeracy

### Training expectations and student responsibilities

Dear Participant,

Thank you for enrolling with The First Aid Training Company (E Firstaid Pty Ltd (RTO ID 91232)). The objective of this letter is to inform you of the language, literacy, and numeracy skills you will need for your learning program and how you can best prepare for your training.

Australia is home to many diverse cultures, religions, and backgrounds and people who may have learned English as a second language. The course you are about to undertake requires you to be able to read, comprehend, and be assessed in English.

If English is your first language and you don't need assistance with reading, writing or comprehension of written assessment questions, please disregard this letter.

Similarly, if English is not your first language but you have reading, writing and comprehension skills at a level where you don't need assistance, you can disregard this letter.

If English is not your first language and you need assistance to read, write, or comprehend written assessments, you need to notify the person who booked your upcoming training course.

The First Aid Training Company would like all participants to be prepared for their training by ensuring the support they need during the learning program is available. Some support avenues may include:

1. Having an interpreter present during the training
2. Having the course delivered in another language
3. Alternate assessment strategies, such as oral and practical exams (where applicable)
4. Other reasonable adjustments

If you require support for the training program, please contact your team member who booked the training and inform them of your Language, Literacy or Numeracy needs. The First Aid Training Company must be informed of any students with special needs before the course. Where possible, The First Aid Training Company will provide support for these needs, however it will be the responsibility of the business or the individual booking the course to provide additional support resources (such as interpreters) to work alongside our trainers and assessors.



Attending this training program without the support needed may result in being assessed as not competent and will result in additional costs to you or your business for further training.

There is additional support information listed on The First Aid Training Company website located in the "Student Handbook".

Please ensure you make the appropriate arrangements before the course to avoid disappointment or frustration on the day. We look forward to meeting with you and delivering your learning program.

The Team at The First Aid Training Company