

## Learning Support

### DEFINITIONS

#### Delivery partners

These are the institutions that deliver training and assessment in Le Cordon Bleu Australia's (LCBA) culinary programs. Currently these institutions are:

- North Sydney Institute of TAFE NSW
- TafeSA North, Regency Park Campus.

### POLICY

1. LCBA will take steps to identify students with learning or language support needs.
2. LCBA will provide access to learning support for students.
3. LCBA will respect the privacy of students relating to their language and learning support needs.

### DETAILS AND PROCEDURES

1. **LCBA will take steps to identify students with learning or language support needs.**
  - 1.1 Students are provided with the opportunity to disclose any potential language and learning support needs during the application process. Students should indicate their learning needs on the application form.
  - 1.2 LCBA will monitor students' academic progress to determine students' learning needs (*See the Academic Progress Policy.*)
  - 1.3 Students are required to undertake English language testing with a qualified person or institution nominated by LCBA on commencement of their program of study. Results will be used to identify areas where students may require language support.
2. **LCBA will provide access to language and learning support for students.**
  - 2.1 Where an enrolled student is identified as requiring language or learning support, LCBA and its delivery partners will work together to develop a support plan. Relevant staff will be alerted to the student's requirements and the details of the support plan.

- 2.2 Recommendations contained in the support plan may include but are not limited to:
- Referral for individual personal, financial or academic counselling
  - English language tutoring
  - Individual or small group tutorial support
  - Individual or small group study plans
  - Provision of additional resources, including but not limited to video/DVDs, texts, workbooks
  - Provision of workshops on particular topics, including but not limited to:
    - numeracy skills
    - writing for academic purposes
    - reading for academic purposes
    - study skills
    - essay writing
    - report writing
    - plagiarism
    - assessment
    - presentation skills.
- 2.3 LCBA's delivery partners will provide learning support wherever they are able to meet the student's needs.
- 2.4 The student may be referred to external agencies as appropriate to meet their learning support needs.
- 2.5 Students are responsible for acting on the recommendations in the support plan.
- 2.6 Students for whom a support plan has been developed may be required to temporarily suspend participation in some or all classes or other program related activities where this is deemed appropriate for safety reasons.
3. **LCBA will respect the privacy of students relating to their language and learning support needs.**
- 3.1 Any information provided by students relating to their language and learning support needs will only be disclosed by LCBA as necessary to provide students with the support they need. Otherwise it will be kept confidential.
- 3.2 Where students disclose their language and learning support needs, LCBA will keep a record of this on the student file.

*(See online Learning Support Policy <http://www.lecordonbleu.com.au/policies>)*