

CANTERBURY COLLEGE POLICY

LITERACY AND NUMERACY

EFFECTIVE DATE: September 2011

LAST REVIEWED: August 2011

REVIEWED BY: Director for Higher Education & International Provision

NEXT REVIEW: 'as required'

POLICY LEAD: Rachel Mann

LITERACY AND NUMERACY

POLICY STATEMENT

1. Introduction

- 1.1 Canterbury College is committed to providing the highest quality learning opportunities to all its learners in order to enhance their future prospects.
- 1.2 It is recognised that literacy and numeracy are essential skills which students will require to access their main curriculum, to progress in the workplace and to operate effectively in everyday life.
- 1.3 Improving literacy and numeracy skills form part of the College's commitment to widening participation and increasing opportunities for its learners.
- 1.4 All teaching staff are responsible for contributing to the development of students' literacy and numeracy skills, which should be promoted consistently throughout all areas of the curriculum
- 1.5 This policy will be consistent and complementary to all other College policies.

2. Canterbury College is committed to:

- 2.1 Assessing students prior to enrolment for literacy and numeracy and providing relevant courses which are at an appropriate level for the individual learner.
- 2.2 Providing a range of relevant qualifications at different levels to meet learner needs from Entry level to Level 3.
- 2.3 Encouraging speaking, reading, writing and listening to promote the improvement of literacy skills.
- 2.4 Providing opportunities for all learners to acquire the number skills that they will require, including developing an understanding of the practical ways that numeracy can be applied effectively to everyday contexts.
- 2.5 Provide teaching and learning that is challenging, motivating and responsive to individual needs.
- 2.6 Assessing learner's work in ways that will support the acquisition of literacy and numeracy skills.
- 2.7 Regularly reviewing progress and setting challenging targets, in consultation with the individual learner, which include improved literacy and numeracy acquisition.
- 2.8 Assessing for learning support needs and providing support if required in consultation with the learner.

- 2.9 Providing students with impartial Advice and Guidance for progression in their literacy and numeracy learning which may be concurrent with or successive to their main course of study.
- 2.10 Recognising and taking account of government policy and research, including local initiatives to address levels of literacy and numeracy within the local population.

3. In order to fulfil these commitments, the College will:

- 3.1 Provide Continuing Professional Development to support the acquisition of literacy and numeracy skills for staff in order to develop lecturers' professional knowledge and skills and their capacity for improving these skills in their learners.
- 3.2 Include literacy and numeracy qualifications in the Person Specifications for staff appointments.
- 3.3 Work in partnership with colleagues from the public, private, voluntary and community sectors to pursue relevant national, regional and local initiatives.
- 3.4 Actively seek the views, needs and aspirations of potential learners.
- 3.5 Build progression opportunities for learners which allow them to progress to higher levels of learning.
- 3.6 Access funding to support the effective implementation of these initiatives
- 3.7 Continue to take account of relevant policy initiatives and research which relate to literacy and numeracy.