

.RTO	Builders Academy Australia (RTO ID 21583)
.Type	Public
.Applicable Standards	Standards for Registered Training Organisations 2025 State and Territory Funding Contracts Australian Core Skills Framework (ACSF) Australian Digital Capability Framework (ADCF) Australian Qualifications Framework (AQF) National Code of Practice for Providers of Education and Training to Overseas Students 2018 Education Services for Overseas Students (ESOS) Act 2000 Education Services for Overseas Students Regulations 2019
.Authorised By	General Manager – Quality, Education and Compliance
.Effective Date	06 March 2026
.Version	V4.10

## Language, Literacy, Numeracy and Digital (LLND) Skills Assessment Process

---

### Overview

Builders Academy Australia (BAA) assesses the Language, Literacy, Numeracy and Digital (LLND) Skills of students prior to formally accepting their enrolment into a qualification to ensure they are academically suited to undertake the program, in conjunction with all other entry requirements of the program.

This process is conducted with honesty and integrity and uses approved LLND Assessment Tools that validly and reliably assess a student's competence for LLND levels against the **Australian Core Skills Framework (ACSF)** and the **Australian Digital Capability Framework (ADCF)**.

The ADCF evaluates student capability across five focus areas:

LLND assessments are done to indicate whether a student:

1. Has the LLND skills to be able to successfully complete the program;
2. Needs additional coaching or support to successfully complete the program;
3. Does not have sufficient LLND skills to successfully complete the program.

BAA determines a recommended LLND level for each program we deliver based on the **ACSF Five Core Skills:**

1. Learning
2. Reading
3. Writing
4. Oral Communication
5. Numeracy

and the **ADCF Five Focus Areas:**

1. Information and Data Literacy
2. Communication and Collaboration
3. Digital Content Creation
4. Protection and Safety

## 5. Technical Proficiency and Problem Solving

BAA will generally accept students with one LLND entry level lower than recommended for that program upon the decision made by the Student Welfare, Engagement & Success Officer in conjunction with the LLND assessment results.

Two separate links to complete the LLND assessments are typically provided to the student before completing the PTR; however, it may be issued after holding the PTR conversation with the student. Where this is the case, the student will be advised that enrolment into the program is dependent upon successful completion of the LLND assessment. The results of the LLND assessment are given to the student as soon as practicable after their LLND assessment is completed.

Student LLND results will be saved to their individual files located in the Student Records folder within SharePoint.

## LLND Assessment Tool

The term 'Language, Literacy, Numeracy and Digital' (LLND) refers to the combination of:

- **Australian Core Skills Framework (ACSF) Five Core Skills:**
  - Learning
  - Reading
  - Writing
  - Oral Communication
  - Numeracy
- **Australian Digital Capability Framework (ADCF) Five Focus Areas:**
  - Information and Data Literacy
  - Communication and Collaboration
  - Digital Content Creation
  - Protection and Safety
  - Technical Proficiency and Problem Solving

These skills have been identified as essential for effective participation in society, including the workplace and the education sector.

Core Skills are critical to almost all areas of work. This is particularly true in many vocations where Language, Literacy, Numeracy and Digital skills influence the performance of workplace tasks such as comprehending written work instructions and using digital tools and platforms to complete tasks.

**The LLND Assessment used by BAA comprises two tools:**

- **LLN Robot** — to assess the Five Core Skills of the ACSF
- **Digital Robot** — to assess digital capability aligned to the ADCF

**This assessment is completed using two tools:**

- **LLN Robot** — <https://llnrobot.com.au/> — approved by the Federal Department of Education and Training against its accuracy in determining student LLN levels as part of the VET Student Loans implementation process.
- **Digital Robot** — <https://buildersacademy-dl.robot.online/> approved assessment tool used to determine student competence against the five ADCF focus areas.

## LLN Robot

LLN Robot is the first assessment tool approved by the Federal Department of Education and Training and the VET Student Loans (VSL) Secretary after reviewing its accuracy in validly and reliably determining student LLN levels as part of the VSL implementation process.

Being an approved tool, it is appropriately verified and evaluated using evidence-based assessment. Using trigger word and phrase analysis software developed by The Learning Resources Group, LLN Robot has determined the ACSF profile of every current National Unit of Competency/Subject from Certificate I to Diploma.

LLN Robot uses a purpose-built diagnostic tool to determine the required ACSF/core skill levels of a Unit of Competency/Subject. The system uses a series of language analysis algorithms to scan the content of a Unit of Competency/Subject to identify trigger words and phrases and their associated values based on the training package, ACSF performance indicators and the Australian Qualification Framework (AQF) (certificate) level of the Unit of Competency/Subject. This data is used to generate a training profile that reflects the core skills required to understand and perform the criteria outlined in the Unit of Competency/Subject.

LLN Robot is an online system that combines ACSF testing, program profiling and LLN support into one easy-to-use package.

## Digital Robot

Digital Robot is used by BAA to assess students' digital capabilities aligned with the Australian Digital Capability Framework (ADCF). Digital Robot assesses student competence across the five ADCF focus areas:

1. **Information and Data Literacy** — ability to locate, interpret, and manage digital information and data.
2. **Communication and Collaboration** — ability to communicate and collaborate effectively using digital technologies.
3. **Digital Content Creation** — ability to create, edit and manage digital content.
4. **Protection and Safety** — ability to apply safe, secure, and ethical practices online.
5. **Technical Proficiency and Problem Solving** — ability to effectively operate digital devices, troubleshoot problems, and adapt to new technologies.

Digital Robot provides a reliable and valid measure of student digital literacy skills and forms an integral part of the LLND assessment process.

## Assessment of Digital Literacy Skills

As part of the Pre-Training Review (PTR), students will have their digital literacy skills assessed through the Digital Robot assessment. Digital Robot requires students to demonstrate basic operational digital skills and capability in the five **ADCF focus areas**. **This includes, but is not limited to:**

1. The ability to log into a computer;
2. Access emails and click a link within an email;
3. Login into an online database (LLN Robot and Digital Robot);
4. Use a mouse and keyboard;

5. Read and respond to online text and tasks;
6. Navigate digital interfaces to locate and manage information;
7. Demonstrate safe and appropriate online behaviours.

Students who successfully complete the Digital Robot assessment will be considered to have met the required digital skills requirements for their program.

Students unable to complete their Digital Robot assessment online will be evaluated individually to assess whether they meet minimum digital skills requirements.

## Program LLND Entry Requirements

The Training and Assessment Strategy (TAS) for each program provides the LLND levels required for entry, based on the ACSF core skills and the ADCF focus areas.

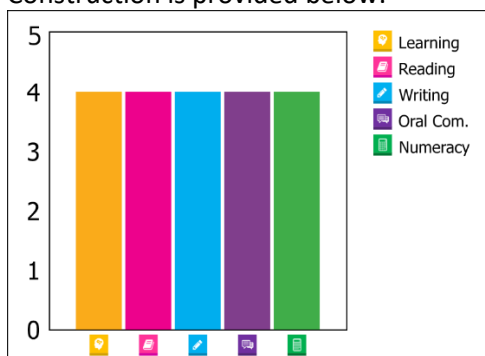
Students are required to undertake both an LLN assessment (via LLN Robot) and a Digital Skills assessment (via Digital Robot) prior to their enrolment being accepted by BAA. This ensures students enrolling in the program have the required LLND levels to complete training and assessment requirements toward successful qualification completion.

For entry into BAA’s qualifications, the recommended minimum entry level across all ADCF focus areas is **Level 1**.

Students must demonstrate a level of LLND appropriate to the qualification being completed.

It is generally expected that students will increase their ACSF and ADCF levels through the program of study.

An example of the ACSF levels for students completing the CPC40120 Certificate IV in Building and Construction is provided below:



It is generally expected that students, through the course of their studies will be able to increase their ACSF levels in each band up to 1 level thus usually practices will deem a student’s LLN levels as acceptable where their levels are identified as being one below the numbers identified in the chart above.

Where required, students will be provided with additional coaching and support, which may include reasonable adjustments to assessments.

The Student Welfare, Engagement & Success Officer will assess each student's suitability and will develop Individual Learning Plans (ILPs) where necessary. ILPs are developed in consultation with the student as required.

## LLN Assessment Requirements

All students enrolling in a full qualification with BAA must complete an LLN assessment and a Digital Robot assessment.

A student will not need to complete an LLN assessment or Digital Robot assessment in the following circumstances:

- Students completing their qualification entirely via Recognition of Prior Learning (RPL);
- Students who have previously completed both assessments demonstrating sufficient levels for course entry, and results are supplied and approved by BAA.

Students enrolling in individual Units of Competency under a Fee for Service arrangement will be required to complete a short course LLN Assessment and Digital Robot assessment.

## Previously Assessed LLND

Students not meeting entry levels:

- If a student has already completed an LLND assessment through BAA, but results indicate an insufficient level of LLND for the program they are seeking enrolment into, they may be required to complete a new assessment at the discretion of the Student Welfare, Engagement & Success Officer.

Students meeting entry levels:

- If the enrolling student has previously completed an LLND assessment through BAA and results indicate that they meet entry levels for the program they are seeking enrolment into, they do not need to complete a new assessment.

## LLND Skills Assessment for International Students

International Students are required to undertake both the LLN Robot and Digital Robot assessments prior to formal acceptance of enrolment to ensure they are academically suited to undertake the program and prior to issuing a Confirmation of Enrolment (CoE).

## Student Welfare, Engagement & Success Officer

This role evaluates a student's needs including LLND results for students who do not meet minimum program entry requirements. Where the student is not deemed suitable for the program, they will be notified as soon as practicable after the LLND assessment is completed. This role also creates and maintains all Individual Learning Plans (ILP's) with Trainers and Students.

## Individual Learning Plan (ILP)

An ILP will outline LLND assessment results, gaps, and recommendations to support the student.

Learner support may include, but is not limited to:

- Language, Literacy, Numeracy and Digital (LLND) Skills support;
- Reasonable Adjustment;
- Referral to external specialist organisations and/or agencies;
- Assistance in using technology for online delivery components, aligned to ADCF focus areas;
- Other mechanisms, such as assistance with culture shock and referral for legal services, counselling, mental health support, housing and tenancy services, financial and health support.

## Conditions for Immediate Re-sit of LLND Assessments

The same conditions apply to LLN Robot and Digital Robot assessment. Students will be given the opportunity to re-sit where applicable and at the discretion of the Student Welfare, Engagement & Success Officer.

## Conditions under which BAA Manually Overrides the Assessment Tool Results

The Student Welfare, Engagement & Success Officer may override LLND assessment results under documented, limited conditions.

## Students not Recommended to Undertake the Program

Students may be referred to a lower-level program or to an external organisation to develop required LLND skills at the discretion of the Student Welfare, Engagement & Success Officer.

## Retention and Reporting of LLND Assessments

All LLN Robot and Digital Robot assessment results must be retained by BAA for at least 5 years and must be provided to the Secretary of the Commonwealth Department of Education and Training, the National Regulator and all State-based Funding Departments upon request.