



AUSTRALIAN
LEADING
INSTITUTE OF
TECHNOLOGY

Alternative LLND Evidence & Exemption Form

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VIC Business License: Z39-528-10 S



Alternative LLND Evidence & Exemption Form

(Language, Literacy, Numeracy & Digital Skills – Evidence Record)
Australian Leading Institute of Technology (ALIT)

Section 1: Learner Details

| Field | Details |
|-------------------------------|---------|
| Learner Name | |
| Student ID | |
| Course Applied For | |
| Date of Review | |
| Reviewed By (Name & Position) | |

Section 2: Reason for Alternative LLND Evidence

Select all that apply:

- Learner holds an **Australian qualification** at **equal or higher AQF level** than the course applied for.
- Qualification was **delivered and assessed in English**.
- Learner has **demonstrated English proficiency** through professional or academic experience in an English-speaking environment.
- Learner has successfully completed previous **VET or higher education study** in Australia.
- Learner has shown sufficient **digital capability** through previous online learning, employment, or self-declaration supported by evidence.
- Interview or verbal assessment** confirmed ability to manage the intended course's reading, writing, numeracy, and digital demands.
- Other (please specify): _____

Section 3: Supporting Evidence Provided

| Type of Evidence | Details / Qualification Title | Institution / Year | Delivered in English? | Verified (Y/N) |
|--|-------------------------------|--------------------|--|----------------|
| <input type="checkbox"/> Australian Qualification | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <input type="checkbox"/> Overseas Qualification (with verification) | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <input type="checkbox"/> Academic Transcript or Completion Certificate | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |



| Type of Evidence | Details / Qualification Title | Institution / Year | Delivered in English? | Verified (Y/N) |
|---|-------------------------------|--------------------|-----------------------|----------------|
| <input type="checkbox"/> Employment Documentation (relevant experience) | | | N/A | |
| <input type="checkbox"/> Interview Record | | | N/A | |
| <input type="checkbox"/> Digital Skills Evidence (e.g., online learning record) | | | N/A | |
| <input type="checkbox"/> Other (please specify) | | | | |

Attach all **verified copies** of supporting evidence.

Section 4: LLND and Digital Skills Evaluation

| Skill Area | Evidence or Observation Summary | Meets Course Requirement? (Y/N) |
|-------------------------------------|---------------------------------|---|
| Language (Reading/Writing) | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Literacy (Comprehension/Expression) | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Numeracy | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Digital Literacy | | <input type="checkbox"/> Y <input type="checkbox"/> N |

Section 5: Additional Exemption Requirements

Before an exemption can be approved, the following **must be met and documented**:

- Verified copy of a **qualification or transcript** confirming English delivery.
- Interview summary or trainer verification** confirming communication, reading, writing, and numeracy competence.
- Digital skills check** (device use, email, LMS access, document upload capability).
- Rationale written by assessor** outlining how the evidence demonstrates LLND sufficiency.
- Compliance officer approval** confirming justification aligns with ASQA 2025 Standards.

Section 6: Assessor / Trainer Justification

Provide a detailed explanation of why the learner is considered suitable without a formal LLND test.

Comments:



Section 7: Decision and Directive

| | |
|---|---|
| Decision | <input type="checkbox"/> LLND Evidence Accepted – Exemption Approved |
| | <input type="checkbox"/> Not Approved – LLND Test Required |
| Reason / Justification for Decision: | |

Directive:

If the exemption **is not approved**, the learner **must complete the standard LLND assessment** prior to enrolment confirmation.

No enrolment is to proceed until LLND results are verified and documented.

Section 8: Approvals

| | | |
|--------------------------------|------------------|-------------|
| Assessor / Trainer Name | Signature | Date |
|--------------------------------|------------------|-------------|

| | | |
|---|------------------|-------------|
| Compliance / Academic Manager Name | Signature | Date |
|---|------------------|-------------|

Section 9: Student Acknowledgment

I understand that this assessment determines whether I am eligible for LLND exemption and that I may be required to complete the LLND test if my evidence is not sufficient.

| | | |
|---------------------|------------------|-------------|
| Student Name | Signature | Date |
|---------------------|------------------|-------------|

Section 10: Office Use Only

PTR Updated: Yes No **File Verified:** Yes No **Checked By:** **Date:**

Notes:

- LLND exemption must always be justified and supported by credible evidence.
- This form serves as compliance evidence under the **ASQA Standards for RTOs 2025**.
- If in doubt, default to the **formal LLND test** as the directive.
- Maintain this record in the student’s file for audit purposes.