

## Academic Language and Learning (ALL) Unit

<http://www.latrobe.edu.au/learning/all-units.html>

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### INFORMATION FOR STAFF

#### WHAT DOES THE ALL UNIT DO?

The Academic Language and Learning (ALL) Unit works closely with teaching staff in all Faculties and campuses to ensure that all La Trobe students – including those from non-English-speaking backgrounds – develop high-level academic speaking, writing, reading, and numeracy skills required for successful learning in their courses.

To achieve those ends, the work of the ALL Unit staff includes:

- collaboration on course and subject design, with a focus on embedding these skills in subjects;
- advice on teaching and learning strategies;
- (co-) teaching of tutorials, workshops and (where appropriate) special undergraduate and postgraduate subjects;
- delivery/organisation of one-off lectures, drop-in sessions, group student sessions, etc primarily linked to particular topics or subjects;
- preparation of resources, usually located on the Student Learning website and on faculty/campus ALL Unit websites;
- design and/or delivery of diagnostics and follow-up programs
- limited individual student consultations, based on a referral system; and
- provision of professional development for staff.

#### WHAT DOES THE ALL UNIT MEAN FOR YOU AND YOUR STUDENTS?

1. The main focus of the ALL Unit staff is to work with the academic staff, to enable the incorporation of academic language and learning skills into core subjects and courses, and to assist in the delivery of those aspects of teaching and learning in particular that are linked to the University's graduate capabilities.
2. In 2011, in line with the ongoing implementation of DfL, the ALL Unit staff will focus on developing and delivering learning opportunities for first year students to extend their academic skills, working primarily with faculty/campus teaching and learning team, academic developers and designers, first year coordinators, subject coordinators, tutors and lecturers. In addition, in some faculties, they will assist in designing the next stage of DfL, with an emphasis on core 2<sup>nd</sup> year subjects and further graduate capabilities.
3. They can recommend, organise and or provide **workshops, tutorials, one-off lectures, [topic specific] drop-in sessions, small group sessions/consultations, etc.**, for your students. These activities may be linked with a particular (core) subject, assessment task, or graduate capability, or respond to a particular student or lecturer identified ALL issue. As these activities generally require considerable preparation and consultation, advance notice will be necessary.
4. ALL related online resources are available on the Student Learning website, [www.latrobe.edu.au/learning](http://www.latrobe.edu.au/learning), and students should be directed to this site as a critical first step when seeking assistance with ALL related matters. Some online resources are specific to particular faculties/campuses, and can be found on the faculty/campus specific ALL Unit websites <http://www.latrobe.edu.au/learning/all-units.html>. The ALL Unit staff continue to develop resources as needs are identified. In some cases, these can be tailored to specific ALL skills, or to a particular discipline related task.
5. The ALL Unit staff may also provide **LIMITED individual** consultations in particular instances. However, **all requests for individual consultations** (including honours and postgraduate research students) **require a referral form to be filled in** by the subject coordinator/lecturer/tutor or the thesis supervisor, as appropriate.
6. **The referral form** is available on the faculty/campus ALL Unit Information for staff website and at <http://www.latrobe.edu.au/learning/student-referral.php>
7. **Individual consultations** for undergraduate and postgraduate coursework students will be **prioritised** (by the relevant ALL Unit staff) **for 'at risk' students**. 'At risk' categories include: Academic Progress Committee referrals, students at risk of failure, and Disability and Refugee students (students in this group will be referred by Equality & Diversity to the relevant faculty/campus ALL Unit – again via a referral form and by email).

## WHAT IS THE ALL UNIT?

The ALL Unit is the primary outcome of a review (2008) of La Trobe's many LAS (Language and Academic Skills) units, including the Melbourne campus based LAS/ESL unit, whereby these many LAS units have become a single centralised Academic Language and Learning (ALL) Unit.

The ALL Unit is headed by a Director who is located within the CTLC, with the remaining ALL Unit staff physically allocated to work within each Faculty and/or the regional campuses of the university, but more equitably distributed. On the regional campuses, the ALL Unit staff work across all the faculties, but each faculty will have a designated faculty contact person. It should be noted that most of the staff in the new ALL Unit are qualified and/or have considerable experience in the ESL area.

## WHY DID THE UNIVERSITY SET UP THE ALL UNIT?

The Unit was set up to support La Trobe's strategic goal of significantly improving student learning outcomes, retention and success via the provision of a strategic, systemic approach to the delivery of academic language and learning (ALL) support to students.

It was also set up to achieve and realise one of the key principles behind Design for Learning [DfL] - that La Trobe have systems in place to ensure that every student is given equitable access to the learning opportunities and supports necessary to succeed – by “embed[ding] academic language and learning development in existing course curricula – and particularly in the first year of coursework”.

**Note: there is an important link between the work of the ALL Unit staff and the implementation of the University's Design for Learning. Because the responsibility for the design and implementation of DfL rests with each Faculty, the work of the ALL Unit staff may vary in detail and delivery across the Faculties and campuses. Hence it is critical that you regularly check the webpage of the ALL Unit located in your Faculty/on your campus for updates, new resources, workshops, etc., and contact that Unit if you need further clarification regarding the ALL Unit support in your area.**

## FACULTY/CAMPUS SPECIFIC ALL UNIT EMAILS:

### MELBOURNE CAMPUS

FED	<a href="mailto:ALLU.fed@latrobe.edu.au">ALLU.fed@latrobe.edu.au</a>
FHSC	<a href="mailto:ALLU.fhsc@latrobe.edu.au">ALLU.fhsc@latrobe.edu.au</a>
FHUSS	<a href="mailto:ALLU.fhuss@latrobe.edu.au">ALLU.fhuss@latrobe.edu.au</a>
FLM	<a href="mailto:ALLU.flm@latrobe.edu.au">ALLU.flm@latrobe.edu.au</a>
FSTE	<a href="mailto:ALLU.fste@latrobe.edu.au">ALLU.fste@latrobe.edu.au</a>

### REGIONAL CAMPUSES

A-WODONGA	<a href="mailto:ALLU.aw@latrobe.edu.au">ALLU.aw@latrobe.edu.au</a>
BENDIGO	<a href="mailto:ALLU.bendigo@latrobe.edu.au">ALLU.bendigo@latrobe.edu.au</a>
MILDURA	<a href="mailto:ALLU.mildura@latrobe.edu.au">ALLU.mildura@latrobe.edu.au</a>
SHEPPARTON	<a href="mailto:ALLU.shepparton@latrobe.edu.au">ALLU.shepparton@latrobe.edu.au</a>