

## **LANGUAGE POLICY**

### **a. Introduction**

The purpose of education, training and development is to ensure that learners are adequately and continuously empowered with the necessary knowledge, attitudes and skills to effectively perform their designated functions and duties at their respective work places.

### **b. Scope**

This policy affects the facilitation of our courses and communication with our staff internally and externally with our clients and associates.

### **c. Policy**

1. Our official language of learning is English
2. Our policy of inclusiveness allows access to students whose mother tongue

### **d. Procedure**

- Every practical effort is made to support learner whose first language is not English, bearing in mind that our Training Facilitators can speak African languages.
- Learner material at lower NQF levels is written in plain English with ample illustrations to facilitate the learning process.
- Training material is printed in the language of the learner group as far as possible.
- Learner material is explained in learners' own language when necessary
- Internal assessment are conducted in the learner's home language by our own assessor, or a contracted person when necessary
- Assessments will allow for verbal responses in the learner's own language and recorded in English by the assessor.

Signed at: \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Management signature  
signature

\_\_\_\_\_  
Board of Directors' representative

#### **Board of Directors**