

Language, Literacy and Numeracy (Pre-enrolment Assessment)

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Approved by: Training Coordinator



Human Resources • Group Training

Language, Literacy and Numeracy - Pre-enrolment Assessment

Note:

This assessment is to assist Mentor to recognise your current skills and knowledge based on learning, reading, writing, oral communication and numeracy.

Participant Name:	
Date:	
Assessor Name:	

Instructions:

1. Insert name, date and the name of your Assessor above.
2. Attempt ALL questions.
3. Use last blank page for working out any required questions.
4. Return to your Assessor when completed.

1. Select the correctly spelt word in each section.

Kleening	Exampal	Availability
Cleaning	Xampel	Availability
Cleanning	Example	Avalability

2. Complete the following sentence with the correct word.

The man waited in the queue to be served.

patently paycently patiently patientally

3. What does OH&S stand for?

.....

4. Circle the word which can be used instead of the word that appears in "bold".

a) The Supervisor told the trainee to **employ** good workplace habits.

hire use list explain

b) Risks associated with Health and Safety Hazards can be **minimised** in the workplace with good health and safety work practices.

avoided prevented reduced absent

5. Please read the below advertisement and answer the following questions.

Advertisement	<p>Course - Provide Basic First Aid</p> <p>This sixteen (16) hour course from BCA Victoria will provide you with the knowledge and skills to assist in an emergency situation.</p> <p>Content: The course covers first aid for a variety of situations including: burns, wounds and bleeding, sprains and fractures and bites and stings.</p> <p>Price: \$260.00 (\$200.00 Concession) All workbooks and materials are provided.</p> <p>Assessment: Assessment will take place throughout the course through observation and questions.</p> <p>This basic first aid course is facilitated by qualified trainers from BCA Victoria. Successful participants will be awarded a Statement of Attainment which is valid for three (3) years.</p> <p>Course times: Weekend (two (2) days) 9:00am-5:00pm.</p> <p>Telephone: BCA Victoria (03) 5221 4366 to enroll.</p>
How much does the course cost? (full price in total)	
Do you have to pay extra for workbooks?	
What company is delivering the course?	
How many hours is the course?	
What award are you given at the end of the course?	
How long is the qualification valid for?	

6. Tell me in approximately 25 words about the most important thing in your life.

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Note: Underline the correct answer for each of these number problems (working out space is available on final page of this assessment)

7. Susan caught the 10.25 am train. She arrived at Sydney at 11.10 am. How long did the trip take?

35 Minutes 1 Hour 5 Mins 45 Minutes 15 Minutes

8. Canberra's maximum temperature was 14°C and the minimum temperature was -3°C. What is the difference in temperature?

11°C 17 °C 28 °C 9 °C

9. How much change would I get from \$10.00 if I bought 3 chocolate bars at \$1.42 each?

\$8.48 \$4.26 \$5.74 \$6.84

10. 1kg of apples cost \$1.90. How much will 6kg cost?

\$6.90 \$6.54 \$11.40 \$11.90

11. Answer the below calculations.

ADDITION \$14.07 \$47.29 \$0.76 <u>+ \$8.99</u> = _____	SUBTRACTION 13,876.00 <u>- 6,589.32</u> = _____
MULTIPLICATION 12 <u>X 96</u> = _____	DIVISION 180 <u>÷ 6</u> = _____

_____ End of Assessment _____

Assessor Name:	
Assessor Signature:	
Date:	
Mark:	

Blank page for working out answers.