

## Pre-enrolment:

A prospective student holding a Year 12 High School Certificate or Higher Education Qualification does not need to undertake the Language, Literacy and Numeracy (LLN) Assessment.

## Language, Literacy and Numeracy - Assessment

This assessment will assist your Trainer/Assessor to recognise your current learning, reading, writing, oral communication and numeracy skills to ensure you can undertake the qualification.

Completing the tasks enables your trainer to:

- assess your support needs as a student.
- assess the type of additional support or alternative learning opportunities you will require.

The LLN assessment takes approximately 30 minutes. Please feel free to use the space provided when calculating answers. The notes you make can assist your assessor.

Please attempt every question and write clearly. The assessment does not have a mark it is used as an indication of your literacy and numeracy skills.

Participant Name:	
Date:	
ACSF Outcome:	

### Instructions:

1. Insert your name and the date above.
2. Attempt ALL questions.
3. Use the space provided to work out the answer to any question.
4. Return to your Assessor when completed.

1. For each section, select the word with the correct spelling.

Kleening	Exampal	Availability
Cleaning	Xampel	Availability
Cleanning	Example	Avalability

2. Complete the following sentence using 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 you could use instead of the word in "bold".

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

hire                      use                      list                      explain

b) In the workplace **minimise** the risks associated with health and safety hazards by following good health and safety work practices.

Avoided                      prevented                      reduced                      absent

5. Read the advertisement and answer the following questions.

**Course - Provide Basic First Aid**

The course delivered by BCA Victoria has a duration of sixteen (16) hours. The course provides you with the knowledge and skills to assist in an emergency.

**Content:** The course covers providing first aid for a variety of situations including burns, wounds and bleeding, sprains and fractures and bites and stings.

**Price:** \$260.00 (\$200.00 Concession)

The price includes all workbooks and materials.

**Assessment:** Assessment will take place throughout the course through observation and questions. Qualified trainers from BCA Victoria facilitate the basic first aid course.

Successful participants receive a Statement of Attainment, valid for three (3) years.

**Course times:** Weekend (two (2) days) 9:00am-5:00pm.

**Telephone:** BCA Victoria (03) 5221 4366 to enrol.

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 award valid?	

**6. Explain the key benefits of completing this course.**

**(Minimum 40 words.** Use legible handwriting with punctuation to aid understanding, e.g. capital letters, full stops, commas, apostrophes, question marks, quotation marks, etc., and check your spelling).

*Underline the correct answer for each of the numeracy problems (use the space provided to work out the answer or the extra space on page 9 of the assessment)*

**7. Susan caught the 10.25 am train. She arrived at Geelong 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  $14^{\circ}\text{C}$  and the minimum temperature was  $-3^{\circ}\text{C}$ . What is the difference in temperature?

11 $^{\circ}\text{C}$       17 $^{\circ}\text{C}$       28 $^{\circ}\text{C}$       9 $^{\circ}\text{C}$

9. How much change would I get from \$10.00 if I bought three 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. Carry out the calculates to answer the following.

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

12. Diesel costs \$1.86 per litre. The tractor's fuel tank is empty. When full it holds 1200 litres. How much money would it cost to fill up the tractor with fuel? Show how you worked this out.

13. Bushwalkers use maps often produced to a scale of 1:25000. If you walked 2 cm on the map, how far did you walk?

## ASSESSOR's Use Only

### ACSF Level 3 Skills

Use the following table as a guide when making a judgement of the student's ACSF Level. Refer to the Assessor Guide for further instructions.

<b>ACSF Checklist</b>
<b>Tick the box to confirm the student answered the questions to the required standard</b>
<b>Learning Indicators</b>
<p>Example activities to demonstrate learning at ACSF level 3:</p> <p><input type="checkbox"/> Attends an information session and follows the enrolment process</p> <p><input type="checkbox"/> Participates in a learning support group</p>
<b>Reading Indicators</b>
<p>Example activities to demonstrate reading at ACSF level 3:</p> <p><input type="checkbox"/> Spells with reasonable accuracy. [Answered Q1, 2, 3, 4]</p> <p><input type="checkbox"/> Recognises punctuation is used to clarify meaning and reduce ambiguity [Answered Q5, 6]</p> <p><input type="checkbox"/> Identifies key messages in a longer text, an advertisement [Answered all parts of Q5]</p> <p>Followed the information presented in the LLN assessment and correctly answered a minimum of <b>5 of the 6 Questions.</b></p>
<b>Writing Indicators</b>
<p>Example activities to demonstrate writing at ACSF level 3: Q6</p> <p><input type="checkbox"/> Wrote a description outlining information for a particular purpose, e.g. enrolling in the course. [Satisfactorily answered Q6]</p>
<b>Oral Communication Indicators</b>
<p>Selects and uses appropriate strategies to establish and maintain spoken communication in familiar and some unfamiliar contexts.</p> <p>Example activities to demonstrate oral communication at ACSF level 3:</p> <p><input type="checkbox"/> Listens to clear, sequenced instructions of several steps, and asks clarifying questions as required.</p> <p><input type="checkbox"/> Derives meaning from a range of oral texts in familiar and some unfamiliar contexts.</p>
<b>Numeracy</b>
<p><input type="checkbox"/> Selects and interprets mathematical information that may be partly embedded in a range of familiar, and some less familiar, tasks and texts. [Answered Q7 – 10, 12, 13]</p> <p><input type="checkbox"/> Interprets and comprehend whole numbers and familiar or routine fractions, decimals, and percentages [Answered Q9, 10, 11, 13]</p> <p>Example activities to demonstrate numeracy at ACSF level 3: correctly answered a minimum of <b>5 of the 7 Questions.</b></p>

## LLN Assessment Record Outcome

### Did the student require assistance with LLN Assessment?

Tick to confirm the amount of support provided:

- The Assessor provided support with reading
- The Assessor provided verbal clarification of task requirements
- The Assessor demonstrated what to do
- The student could write dictated answers

**Prompting to stay on task, demonstrates the student is not at ACSF level 3**

LLN Assessment 3	Yes	No
LLN 3 – Learning	<input type="checkbox"/>	<input type="checkbox"/>
LLN 3 – Reading	<input type="checkbox"/>	<input type="checkbox"/>
LLN 3 – Writing	<input type="checkbox"/>	<input type="checkbox"/>
LLN 3 – Oral	<input type="checkbox"/>	<input type="checkbox"/>
LLN 3 - Numeracy	<input type="checkbox"/>	<input type="checkbox"/>

## Recommended Study Pathways:

Tick to confirm to the student's ability:

- Recommend enrolment in the Certificate III or above Qualification
- The Student requires support – provide the details below.
- Bridging Course Required

Write the **ACSF outcome on the front cover** of the LLN Assessment. In the event, the student requires support, describe the type of support essential for success in the qualification.