

Language, Literacy & Numeracy (LLN) Assessment (3)

The purpose of this test is to determine whether you may require additional support in order to complete your intended course successfully. This way, we can tell you prior to your enrolment if we are able to provide the level of support you require or if you might need to seek support from external agencies.

You may use a calculator, but it is not required. You may use additional paper and you can draft your responses elsewhere if required. Completion of the test will be supervised.

Some questions are harder than others. Please answer all questions to the best of your ability. If you can't answer a question, just move to the next one.

Candidate's name: _____

Date: _____

LEARNING – SELF ASSESSMENT

Please answer the following questions. If you can perform all the skills in each section – you need only tick 'Yes' to 'all of the above' in each section.

Reading Skills

I can read and understand workplace documents. For example:

- | | | |
|---|------------------------------|-----------------------------|
| • Safety signs | ☐ Yes | ☐ No |
| • Equipment operating instructions | ☐ Yes | ☐ No |
| • Occupational Health and Safety instructions | ☐ Yes | ☐ No |
| • Business documents and reports | ☐ Yes | ☐ No |
| • All of the above | ☐ Yes | ☐ No |

Writing Skills

I can complete writing tasks. For example:

- | | | |
|--|------------------------------|-----------------------------|
| • Writing 2-3 paragraphs | ☐ Yes | ☐ No |
| • Writing letters | ☐ Yes | ☐ No |
| • Writing reports and business documents | ☐ Yes | ☐ No |
| • Writing complex reports and business documents | ☐ Yes | ☐ No |
| • All of the above | ☐ Yes | ☐ No |

Numeracy Skills

I can perform calculations as required. For example:

- | | | |
|---|------------------------------|-----------------------------|
| • Basic money calculations | ☐ Yes | ☐ No |
| • Using a calculator for a range of simple calculations | ☐ Yes | ☐ No |
| • Basic arithmetic of addition, subtraction, multiplication and division without a calculator | ☐ Yes | ☐ No |
| • Working with budgets and financial plans | ☐ Yes | ☐ No |
| • All of the above | ☐ Yes | ☐ No |

Language Skills

I can write down basic information when I am told the details verbally. For example:

- | | | |
|---|------------------------------|-----------------------------|
| • Writing down a complex telephone message | ☐ Yes | ☐ No |
| • Taking complex instructions about a work task to be completed | ☐ Yes | ☐ No |
| • Recording minutes during a meeting | ☐ Yes | ☐ No |
| • Writing instructions into complex business documents | ☐ Yes | ☐ No |
| • All of the above | ☐ Yes | ☐ No |

Computer Skills

This course will require you to use the internet, email, word processing and potentially Excel or PowerPoint. In a few sentences, please describe your experience using computers.

Please tick all the statements which apply to you.

- ☐ I have access to a computer for internet, email and word processing.
- ☐ I am confident using email.
- ☐ I am confident using the internet to search for information.
- ☐ I am confident with basic word processing.
- ☐ I am confident with making basic presentations with PowerPoint.
- ☐ I am confident with basic Excel spreadsheets.

READING

Thomas Edison

Thomas Edison invented the electric light bulb, the modern telephone, and motion pictures.

Edison was born in Milan, Ohio, on February 11, 1847. He was taught at home by his mother, a former teacher. At 15, he became a telegraph operator. In 1868, he moved to Boston to work for the Western Union Telegraph Company.

About 1864, Edison invented an automatic telegraph repeater, his first invention. His first patent was for an electric vote recorder. By 1869, he was a partner in a New York electrical firm. He used the money he made in that business to buy a factory in New Jersey. He then hired several scientists to invent or improve on many products, including the typewriter. This business was very successful, and he became wealthy. He sold the factory in 1875.

Edison made many improvements to the telegraph, which he then applied to the telephone to make it more usable. In 1876, he set up another factory in New Jersey and hired scientists to work on new inventions under his direction.

From 1877 to 1931, Edison and his team of scientists made many discoveries. In 1877, Edison invented the phonograph, which made him a great deal of money. In 1878, he began working on an electric light bulb. The Edison Electric Light Company was soon mass-producing these lights. He also came up with ways to generate and distribute the electricity to power these light bulbs.

In 1895, Edison improved the motion picture projector, and the Edison Company eventually produced more than 1,700 motion pictures. During the First World War, he contributed 45 new inventions to the war effort, including an underwater searchlight and a ship-telephone system.

In his lifetime, Edison took out over 1,000 patents on his inventions. He slept only four hours a night and often worked for two or three days without stopping. He died on October 18, 1931, in West Orange, New Jersey. Edison's laboratory buildings and equipment have been preserved.

Read the text above and answer the questions below.

1. What was Edison's first job?

2. What was Edison's first invention?

3. Which two of his inventions were used during wartime?

4. Why did Edison employ scientists?

5. After inventing the light bulb, what did Edison do to promote their use?

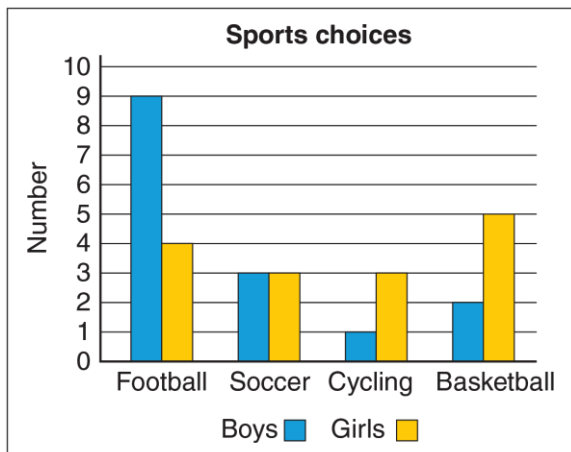
6. Is it possible to see Edison's laboratories and equipment today? Why or why not?

7. Which word from the text means 'to spread or supply something among people or over an area'?

8. 'He also **came up with** ways to generate and distribute the electricity to power these light bulbs.'
Read the sentence from the text. Explain what the phrase in **bold** means.

NUMERACY

1. The graph below shows the results of a survey conducted to find the favourite sports of boys and girls.



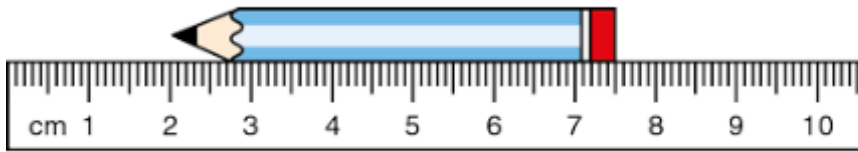
Which sport was equally favoured by boys and girls?

2. Some common signs are shown.

Which sign has the shape of an octagon? A, B, C, or D?



3. A ruler is shown measuring a pencil.



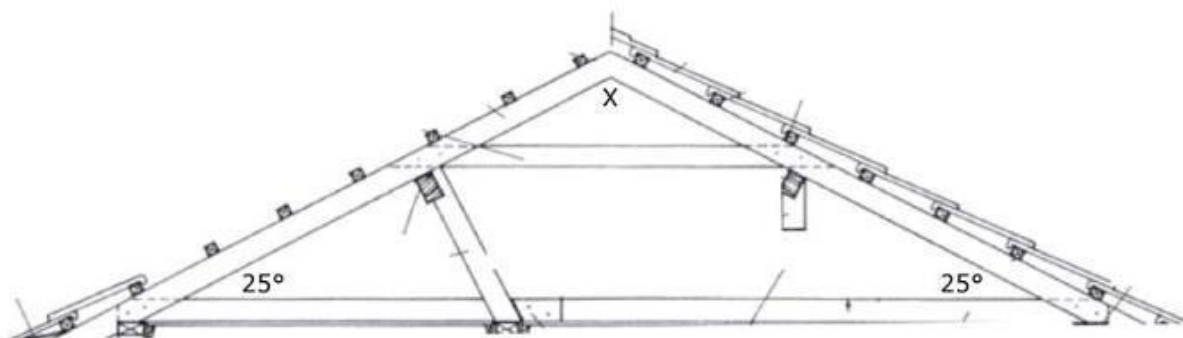
How long is the pencil?

4. I have:

- 6 five-dollar notes
- 1 ten-dollar note
- 2 fifty-dollar notes.

How much do I have altogether?

5. The diagram shows part of a plan of a house roof.



What is the size of the angle at X?

6. There were 280 passengers on a plane. Three-quarters of the passengers were adults. How many adult passengers were on the plane?

7. Shastri works for a local shop. A customer gives her a \$50 note to pay for:

- 500 grams of tomatoes — at \$3 a kilogram
- 100 grams of mushrooms — at \$7 a kilogram
- 250 grams of strawberries — at \$10 a kilogram

What is the correct change that Shastri should give back to the customer?

8. Alex is travelling from Town A to Town B. Her map has a scale of 1:100,000. She uses a ruler to measure the distance between the two towns. The distance on the map is 2.6 cm.

How far does Alex have to travel?

WRITING

Write a page to describe the city or country where you are from. If it is helpful, use some the topics below.

- People
- Food
- Popular places
- Transport
- Festivals or holidays
- Industry
- Weather

Be sure to write clear sentences, organise your writing into paragraphs, and use punctuation.

STUDENT DECLARATION

I agree that I have completed this test to the best of my ability and am aware that the test results will be used to determine my current level of language, literacy, and numeracy skills. This information will be used to determine any additional support I may require to complete the course successfully.

Student Signature: _____

Student Name: _____

Date: _____

OFFICE USE ONLY

Learning

Based on the student's responses, will the student require any additional support to complete the qualification? (Tick all that apply.)

- ☐ Additional literacy support
- ☐ Additional numeracy support
- ☐ Additional one on one time with trainer/assessor
- ☐ A support person provided by their place of referral
- ☐ Assistance with study skills
- ☐ Large-print materials
- ☐ Referral to another agency
- ☐ Other

If any of the above supports are required, please provide a brief description of how these supports will be implemented.

Will the student require any reasonable adjustments to learning and assessment to be successful in completing the qualification? (Tick all that apply.)

- ☐ Amendments to learning material(s)
- ☐ Reasonable adjustments to assessment materials
- ☐ Extensions on assessment due dates
- ☐ Other

If any of the above adjustments are required, please provide a brief description of what will need to be implemented.

Reading

Skill	Items	ACSF Level	Scoring	Outcome
Reading	1	ACSF Level 2	1-2/8 Points	☐ ACSF Level 2
	2			
	3	ACSF Level 3	3-4/8 Points	☐ ACSF Level 3
	4			
	5	ACSF Level 4	5-6/8 Points	☐ ACSF Level 4
	6			
	7	ACSF Level 5	7-8/8 Points	☐ ACSF Level 5
	8			

Numeracy

Skill	Items	ACSF Level	Scoring	Outcome
Numeracy	1	ACSF Level 2	1-2/8 Points	☐ ACSF Level 2
	2			
	3	ACSF Level 3	3-4/8 Points	☐ ACSF Level 3
	4			
	5	ACSF Level 4	5-6/8 Points	☐ ACSF Level 4
	6			
	7	ACSF Level 5	7-8/8 Points	☐ ACSF Level 5
	8			

Writing

ACFS Writing Rubric

☐ ACSF Level 1	☐ ACSF Level 2	☐ ACSF Level 3	☐ ACSF Level 4	☐ ACSF Level 5
Conveys a simple idea, opinion, factual information or message in writing. Displays limited vocabulary, grammatical accuracy and understanding of conventions of written text.	Conveys intended meaning on familiar topics for a limited range of purposes and audiences. Produces familiar text types using simple vocabulary, grammatical structures and conventions.	Communicates relationships between ideas and information in a style appropriate to audience and purpose. Selects vocabulary, grammatical structures and conventions appropriate to the text.	Communicates complex relationships between ideas and information, matching style of writing to purpose and audience. Displays knowledge of structure and layout employing broad vocabulary, grammatical structure and conventions appropriate to text.	Generates complex written texts, demonstrating control over a broad range of writing styles and purposes. Demonstrates sophisticated writing skills by selecting appropriate conventions and stylistic devices to express precise meaning.