

Certificate II

This indicator has been designed to assess the level of support you may require during your studies. Please complete this indicator to the best of your ability, without the assistance of others or any electronic devices (e.g. mobile phones, calculator, dictionary, etc.). If you are unsure of an answer please write 'unsure or don't know' in the space provided. This is not an entry exam; the purpose is to determine whether you may require additional support in order to complete the course successfully. This way, we can tell you prior to your enrolment if we are able to provide the level of support you require.

Learner name: _____

Learner contact number: _____

Course of study: _____ **Date:** _____

Trainer name: _____

- Learner meets the requirements to successfully complete study at this level
- Learner will require additional assistance to complete study at this level
- I have discussed outcome and strategy with the learner

Trainer signature: _____ **Date:** _____

Language Skills

How well do you speak English?

- Very well Well Not well I don't speak English at all

What is the main language you speak at home?

- English Other, please specify: _____

Do you speak any other languages at home?

- No Yes, please specify: _____

Oral communication and learning

Why do you want to do this course?

How do you learn best?

What have you learnt recently? How did you learn it? Did you:

- Read instructions
- Ask somebody to demonstrate it to you first
- Research it on the internet
- Find something similar to what you required and then adapt it
- Ask an expert to help you?

Think of a problem/issue that you recently solved. How did you solve it? Did you:

- Use diagrams to help understand the problem
- Work backwards from the problem to find a possible solution
- Get a group of people together to work it out
- Research newspaper articles
- Look for information online
- Speak to an expert in that area
- Brainstorm it?

Reading and writing

Correct any spelling errors that appear below. Some words may be correct. Write in the space provided; or leave the space blank if the word is already correct.

a) Febrary		b) comitment	
c) rhythm		d) apparent	
e) recieve		f) twelfth	

In the following sentences circle the correct word in the bracket:

Would you like to join John and (me / I) for lunch tomorrow?

(Who's / whose) notes are these on the table?

Rod and (I / me) are working on a new project at the moment.

To (who / whom) is the letter addressed?

The team (is / are) very pleased with the new coach.

Re-write and punctuate the following sentences:

Everyones dinner was ruined when the power failed during the storm

Ill meet you at kate and Tims house

jane is a bright happy woman

Will you pick me up at the station please

When the balloon burst there was a loud bang

Numeracy

Calculate the following mathematic equations. Write your answer in the space provided.

1. Add 21 and 15
2. Add \$4.99 and \$13.80
3. Subtract \$19.43 from \$83.00
4. Subtract 124 from 650
5. Multiply 13 by 3
6. Multiply \$1.16 by 9
7. Divide 102 by 8
8. Divide \$50.20 by 6
9. What is 10% of \$17.30
10. What is 15% of 800

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 in order to complete the course successfully.

Student Signature: _____

Student Name: _____

Date: _____

Assessor's use only

Student Name: _____

Assessors: Consider the student's responses to the questions in each of the indicator areas below. Use the AQF (<https://www.aqf.edu.au/>) for indicators and characteristics of each level. The range of answers and characteristics for each of question is provided in the Assessor's Guide to this tool.

The scores are indicative only. It is up to the assessor to determine whether, based on the outcomes of this test, they believe the student could complete the course successfully or whether they may need additional support with some areas. The use of this test does not remove the need to consult with a Language, Literacy and Numeracy specialist or external networks and agencies if and when required.

Oral communication level is to be assessed based on the discussions held in the initial interview/pre-training review session and questions 1-3.

Area	Level	Notes
Oral communication and learning		
Reading level		
Writing level		
Numeracy level		

I have assessed the student's performance of the test against the performance indicators. Based on the results obtained, the student:

- Has demonstrated they have the required level of LLN** to enable them to complete the course successfully with minimal support in this area required.
- Does not have a sufficient level of LLN skills** and may require extensive additional support to complete this course successfully. I am referring this student to be further assessed to determine the level of support that can be offered with possible referral to external agencies if and when required.
- Has demonstrated they may require additional support with LLN** and I am able to provide this. The student and I will develop a support plan to ensure they are given the opportunity to develop their language, literacy and/or numeracy skills to enable them to complete the course successfully.

Additional notes regarding LLN support with the student:

Trainer/Assessor Signature: _____

Trainer/Assessor Name: _____

Date: _____