

LANGUAGE LITERACY & NUMERACY ASSESSMENT_AQF 3

The following activities have been designed to assess your current level of language literacy and numeracy ability, providing valuable information on your readiness to commence training. Your participation will enable Gold Training to recommend the most suitable entry level for you to commence training. It will also identify any areas of additional support your trainer may be able to offer.

Instructions

- Complete the questions to the best of your ability
- Please return to your Trainer and Assessor, and discuss the results and any concerns you may have.

Participant Full Name:		
Participant Signature:		Date:
Course applied for:		
Assessor Name:		
Assessor Signature:		

Tell us about you

How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> I don't speak English at all
What is the main language you speak at home?	<input type="checkbox"/> English <input type="checkbox"/> Other, please specify:
Do you speak any other languages at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify:

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 & WRITING – AQF 3

- 1) Correct any spelling errors that appear below. Some words may be correct.
Write your answer in the space provided, or leave blank if the work is already spelled correctly.

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

- 2) In the following sentences circle the correct word in the bracket:

- A) Would you like to join John and (me / I) for lunch tomorrow?
B) (Who's / whose) notes are these on the table?
C) Rod and (I / me) are working on a new project at the moment.
D) - To (who / whom) is the letter addressed?
E) - The team (is / are) very pleased with the new coach.

- 3) Re-write and punctuate the following sentences:

- A) Everyones dinner was ruined when the power failed during the storm
B) Ill meet you at kate and Tims house
C) jane is a bright happy woman
D) Will you pick me up at the station please
E) When the balloon burst there was a loud bang

NUMERACY – AQF 3

4) Calculate the following mathematic equations. Write your answer in the space provided.
You may use a calculator.

- A) Add 21 and 15

- B) Add \$4.99 and \$13.80

- C) Subtract \$19.43 from \$83.00

- D) Subtract 124 from 650

- E) Multiply 13 by 3

- F) Multiply \$1.16 by 9

- G) Divide 102 by 8

- H) Divide \$50.20 by 6

- I) What is 10% of \$17.30

- J) What is 15% of 800

Assessor's use only

Student Name: _____

Assessors: Consider the student's responses to the questions in each of the indicator areas below. Use the Assessor's Guide to AQF level 3 as an indicator. 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, which level they believe the student could successfully complete the course they wish to enrol.

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	AQF 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 following course successfully with minimal support in this area required.

_____ (suggested course and entry study level)

Does not have a sufficient level of LLN skills and may require extensive additional support to complete any 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 the following course successfully:

_____ (This option requires a LLN strategy & support plan form)