

LANGUAGE, LITERACY & NUMERACY ASSESSMENT_ AQF 5

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 5

1) Tell us about your career goals and your recent and/or intended professional development journey. The following points are provided to guide you on topics that you could discuss:

- Your short-term and long-term term career goals.
- Why you have enrolled in this course and how will it assist you to achieve your career goals.
- What professional development you have completed in the last 12 months.
- Whether you are a member or subscriber to any professional associations or subscriptions, and the benefits of this.
- What other professional development, apart from this course, do you wish to complete within the next 12–24 months? Why do you want to do this professional development?
- Why it is important to ensure ongoing professional development, even after you are considered 'qualified'.

2) Read the below information about learning styles and answer the questions that follow.

What is a learning style?

Learning styles are simply different approaches or ways of learning.

What are the types of learning styles?

Visual Learners: Learn through seeing...

These learners need to see the teacher's body language and facial expression to fully understand the content of a lesson. They tend to prefer sitting at the front of the classroom to avoid visual obstructions (e.g. people's heads). They may think in pictures and learn best from visual displays including: diagrams, illustrated text books, overhead transparencies, videos, flipcharts and hand-outs. During a lecture or classroom discussion, visual learners often prefer to take detailed notes to absorb the information.

Auditory Learners: Learn through listening...

They learn best through verbal lectures, discussions, talking things through and listening to what others have to say. Auditory learners interpret the underlying meanings of speech through listening to tone of voice, pitch, speed and other nuances. Written information may have little meaning until it is heard. These learners often benefit from reading text aloud and using a tape recorder.

Tactile/Kinaesthetic Learners: Learn through moving, doing and touching...

Tactile/Kinaesthetic learners learn best through a hands-on approach, actively exploring the physical world around them. They may find it hard to sit still for long periods and may become distracted by their need for activity and exploration.

(Reference: <http://www.ldpride.net/learningstyles.MI.htm#Learning%20Styles%20Explained>)

- a) **What is your learning style? What examples can you give of how you identified your learning style? How could you use this information to help you in the course you are about to enrol in?**

b) How would you describe a 'kinaesthetic' learner?

c) Which of the above mentioned learning styles do you most strongly associate yourself with and why?

NUMERACY – AQF 5

1) Present the following information in a graph

Financial Year	2007 - 2008	2008 - 2009	2009 - 2010
Income	\$40,000	\$42,000	\$45,000
Expenditure	\$35,000	\$34,000	\$35,000
Profit	\$7,000	\$8,000	\$10,000

2) Louise is setting up a new business. She has done some research about the start-up and ongoing costs and has estimated the following:

\$5,000 – lease (per month)

\$20,000 – stock and raw materials (per month)

\$3795 – accounting and tax costs (annually)

\$700 – legal costs (annually)

\$173,000 – Wages (annually)

\$15,570 – Superannuation (Annually)

\$2000 – promotion and advertising (Annually)

\$450 – installation costs, telephone, fax, internet (Plus \$500 monthly)

\$275 – electricity and gas installations (Plus \$275 monthly)

\$395 – Licenses and permits (annually)

\$3750 – Insurances (annually)

a) What are the monthly expenses, considering only expenses that are paid monthly?

b) What are the annual expenses, considering only expenses that are paid annually?

c) Louise has \$60,000 saved as a start-up deposit. Given the estimate expenses listed, she would like to borrow enough money from her bank to see her through her first year of trading. How much would Louise need to borrow?

d) If Louise borrowed that amount at 7% interest of a fixed term of 5 years, how much interest would Louise pay in total?

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 4 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)