

## Greenstone Safety Training

### LLN Assessment Tool

This assessment is used to identify Language, Literacy and Numeracy (LLN) support needs. Decisions on whether additional LLN support assistance is required will be undertaken by Greenstone Safety Training.

1. Print the document
2. Provide handwritten responses to the questions:
3. Return the completed form in person or via email: admin@greenstonesafety.com

|                 |  |              |
|-----------------|--|--------------|
| <b>Name:</b>    |  | <b>Date:</b> |
| Course/courses: |  |              |

### Section 1 – Self-Assessment

1. Do you need help with any of the following? (Tick all that apply):

- Reading
- Writing
- Speaking/understanding spoken English
- Basic maths
- Using technology
- None of the above

2. Is English your second language?

- Yes
- No

3. Do you require an interpreter to understand, read, write and comprehend the English language?

- Yes
- No

No further assessment to be completed as requirement for interpreting services identified.

**If you answered Yes for Question 2 - DO NOT PROGRESS ANY FURTHER**

a) Do you sometimes have difficulty with any of the following?

- i.  Yes  No      Understanding others when talking in English
- ii.  Yes  No      Understanding instruction when instruction is given in English

- iii.  Yes  No      Understanding staff in shopping centres
- iv.  Yes  No      Understanding English speaking people whilst talking on the phone

b) Do you sometimes have difficulty with any of the following?

- i.  Yes  No      Recognizing common words
- ii.  Yes  No      Reading forms e.g. JSA, JSEA, SWMS, TAKE 5, SLAM
- iii.  Yes  No      Understanding directions
- iv.  Yes  No      Understanding what you read
- v.  Yes  No      Understanding emails in English

c) Do you sometimes have difficulty with any of the following?

- i.  Yes  No      Filling out forms - e.g. JSA, JSEA, SWMS, TAKE 5, SLAM
- ii.  Yes  No      Writing notes and messages
- iii.  Yes  No      Writing more than a sentence or two
- iv.  Yes  No      Spelling
- v.  Yes  No      Using the right words

d) Please tick any areas below where you might need to develop skills

- i.  Yes  No      Knowing when to add, subtract, multiply or divide
- ii.  Yes  No      Using a calculator to add, subtract, multiply or divide

## Section 2 – Reading and Understanding

1.1 Read this safety sign and answer the question:



Q: What should you do before entering this area?

Answer: \_\_\_\_\_

1.2 Read the short text and answer the question:

"Before using any machinery, complete the pre-start checklist. If faults are found, tag out the equipment and report it to your supervisor immediately."

Q: What should you do if you find a fault during pre-start?

Answer: \_\_\_\_\_

### Section 3 – Writing

2.1 Write one sentence about why you want to complete this course.

Answer: \_\_\_\_\_

2.2 Fill in the blanks:

"I need to wear \_\_\_\_\_ when working at heights and use a \_\_\_\_\_ to report any safety issues."

### Section 5 – Numeracy

4.1 You need to mix a 5:1 ratio of water to chemical.

How much chemical is needed if you use 10 litres of water?

Answer: \_\_\_\_\_

4.2 You are lifting a load marked as 80kg. The maximum safe load limit for the equipment is 100kg.

Is it safe to lift the load? Yes / No

Why or why not? \_\_\_\_\_

### Section 5 – Oral Communication

This will be observed by your trainer/assessor.

Trainer to record observations:

- Can the learner clearly introduce themselves?
- Can they follow a verbal instruction?
- Do they ask questions if they do not understand?

Trainer Notes: \_\_\_\_\_

### Trainer/Assessor Use Only

- LLN level meets course entry requirements:  Yes  No
- Support required:  Yes  No
- Support plan developed:  Yes  No
- Referred for external LLN support:  Yes  No
- Notes: \_\_\_\_\_