

Cert II/III Level

Language, Literacy and Numeracy Indicator (ACSF level) Pre-Course Test

Harness Energy Training recognises that reading, writing, listening, speaking and understanding mathematical concepts and processes are integral skills required for work and are therefore an important component of training. As part of this pre-course review process, you are now required to complete a language, literacy and numeracy (LLN) exercise, which will be used to assess your LLN ability to undertake the course.

If you have a LLN concern that is affecting your training program, we encourage you to raise the matter directly with your trainer.

A learner's language, literacy and numeracy levels are expected to be as described below:

Reading and writing

A learner will be able to read, comprehend and write a range of texts within a variety of contexts.

Numeracy

A learner will be able to recognise and use some of the conventions and symbolism of formal mathematics including measurement, graphs and simple statistics, and an introductory understanding of the use of formulae and problem-solving strategies.

LEARNERS DETAILS:

Learner Name: _____

Date: _____

How well do you rate your ability to speak (including reading and writing) English?

☐ Very well ☐ Well ☐ Not well ☐ Don't speak English at all

Is your first language something other than English?

☐ Yes ☐ No

If yes, other language spoken:

Do you have any previously identified learning difficulties?

Directions:

Please complete the following questions on your own. The result of the test below will be assessed and if your results are not to the satisfactory requirement to gain entry to the course, the trainer will speak to you about the assistance that you may be able to access.

READING AND WRITING

Assessment Procedure

Please read the following task and answer questions, if any questions contact your trainer.

1. In a short response provide an explanation on the benefits of undertaking this course

2. Dave's study goals are outlined below. You are required to read the following and answer the questions.

Dave completed school at the age of seventeen and wanted a job that would allow him to work all around the world. Dave is now nineteen years of age and is considering a career in the hospitality industry. Dave prides himself on being naturally friendly.

He loves to cook meals at home for his friends and family. He is looking at gaining the appropriate training to ensure he can obtain chef qualifications. He wants to attend a 1-year course to become a qualified chef.

Questions:	Answers:
a. How old is Dave now?	
b. How old was Dave when he left school?	
c. What does Dave like to do for his friends and family?	
d. What is the duration of the course Dave wants to attend?	

NUMERACY

Assessment Procedure

Please read the following task and answer questions, if any questions contact your trainer.

1. It takes 2 ½ hours to type a 7 page report. It takes 1 ¼ hours to photocopy the 11 copies of the report. How long did it take to complete and photocopy the report?
 - A. 4 Hours
 - B. 3 Hours and 45 minutes
 - C. 2 hours and 30 minutes

2. If Dave sold 3 coffees for \$2.50 each, how much change do I give the customer from the following amounts? (Circle the appropriate Letter for each amount)

<u>\$10.00</u>	<u>\$50.00</u>
A. \$ 7.50	A. \$ 47.50
B. \$ 6.50	B. \$ 42.50
C. \$ 2.50	C. \$ 35.00

3. If there is currently **\$139.50** petty cash in the tin, how much do I need to withdraw from the bank to make **\$ 200.00** in the tin?
 - A. \$ 60.50
 - B. \$ 67.50
 - C. \$ 63.50

4. If a 90ml drink has 2 parts milk and 1-part chocolate topping, how many mls of milk and chocolate topping is that?
 - A. 60 mls chocolate topping, 30 mls milk
 - B. 60 mls milk, 30 mls chocolate topping
 - C. 50 mls chocolate topping, 40 mls milk
 - D. 50 mls milk, 40 mls chocolate topping

5. Which option would cost less
 - A. 4 bags of sugar at \$3.50 each
 - B. 3 bags of sugar at \$5.50 each

6. If **1 kg** of cheese costs \$22.00, how much would 500gm cost?
 - A. \$ 5.50
 - B. \$ 11.00
 - C. \$ 7.50

7. Dave is eating at a restaurant and the bill is \$150.00. You need to split the bill between 6 people. How much does each person need to pay?
 - A. \$ 30.00
 - B. \$ 25.00
 - C. \$ 20.00

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Admin Section Only

Exit Level:

☐ Achieved

☐ Not Yet Achieved

Assessors Comments:

Assessor's signature: _____

Participant signature: _____

Date: _____

Core Skills Spiky Profile of Learner:

Level 3		
Level 2		
Level 1		
ACSF	Reading & Writing	Numeracy

TASK	Total	Level achieved	Exit Level Required (ACSF)
Reading and Writing	/5		2
Numeracy	/7		2