Student Name: ____________________________________________________________

The Language, Literacy and Numeracy indicator is conducted to assess your capabilities in the mentioned areas. This indicator is not intended to cause anxiety, but is used to establish program or course options in which we can support you in completing the qualification or course.

Q1 Self-Evaluation – please tick the box that best describes your understanding:

**Speaking and Listening:**

- □ Sometimes I require assistance or struggle to understand what is being said.
- □ Normally I have no problems speaking or listening.
- □ I can speak and understand very well.

**Reading:**

- □ Sometimes I struggle to read or need help with reading.
- □ Normally I have no problems reading.
- □ I can read very well.

**Writing:**

- □ Sometimes I struggle to write or need help with writing.
- □ Normally I have no problems writing.
- □ I can write very well.

**Maths:**

- □ Sometimes I struggle with math or need help to complete problems. Normally I have no problems with math.
- □ I understand math very well.

Q2 Write in one hundred words the benefits of undertaking this course.
Q3 Sarah completed school at the age of seventeen and wanted a job that would allow her to travel to different countries. Sarah is now 19 years of age and is considering a career in the child care industry as a nanny. Sarah prides herself on being naturally friendly. She likes to cook meals for friends and family. She is looking at gaining training to ensure she can obtain child care qualifications. She wants to attend a one year course to become qualified.

How old is Sarah now?

How old was Sarah when she left school?

What does Sarah like to do for her friends and family?

What is the duration of the course that Sarah wants to attend?

Q4 Please review the chart and then answer the following questions:

<table>
<thead>
<tr>
<th>Fire Extinguisher Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extinguisher</strong></td>
</tr>
<tr>
<td><strong>Colour</strong></td>
</tr>
<tr>
<td>Water</td>
</tr>
<tr>
<td>Foam</td>
</tr>
<tr>
<td>Dry Powder</td>
</tr>
<tr>
<td>Carbon Dioxide (CO2)</td>
</tr>
</tbody>
</table>

1. Which extinguisher can only be used on wood, paper & cloth?

2. Which extinguisher cannot be used on wood, paper & cloth?

3. Which extinguisher cannot be used on cooking oils and fats?

4. Which extinguisher can be used on flammable gases?
Q5
The table below is a basic work hour’s table for a worker named Sally. Look at the table and answer the questions below.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commence work</td>
<td>7.30am</td>
<td>7.30am</td>
<td>8.00am</td>
<td>9.00am</td>
<td>8.30am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Work</td>
<td>1.30pm</td>
<td>2.30pm</td>
<td>4.15pm</td>
<td>3.45pm</td>
<td>12.00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours worked</td>
<td>6 Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the row for TOTAL HOURS WORKED, work out the total hours worked each day.

For example on MONDAY Sally worked 6 hours.

On which day did Sally work the most hours?

Sally gets paid $10.00 per hour (total hours) how much did Sally earn on Monday?

Q6 Write something about this picture

Q7 You have to implement a change to a policy or procedure please describe how you would:
1. Implement the change
2. Communicate the change
3. Who you would involve
4. Ensure that the changes have been made
Q8 Please read the logbook security example below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Security Officer</th>
<th>Report Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>13/4</td>
<td>1520</td>
<td>M. Smith</td>
<td>Sign in</td>
</tr>
<tr>
<td></td>
<td>1720</td>
<td></td>
<td>Collected keys from Peter Delaney.</td>
</tr>
<tr>
<td></td>
<td>1730</td>
<td></td>
<td>Forklift left unattended at front office, blocking access.</td>
</tr>
</tbody>
</table>

What is the name of the security officer?

What time did the security officer sign in?

In your own words tell us what happened at 5.30pm

Who will organise repairs for the door?

Q9. You have been asked to cater for a party for 60 people. In your budget you have allowed $11.50 per person. What is the total amount you can spend on catering for the party?

1. $700.00
2. $69.00
3. $690.00
4. It’s impossible to calculate
Language, Literacy and Numeracy Support Indicator

Trainer: ___________________________ Apprentice/Trainee: ___________________________ Qualification Level: __________

Informal Literacy and Numeracy Indicator: throughout the development of the training plan, your trainer will be conducting an informal assessment of your Literacy and numeracy skills. It is important that we identify any special needs for assistance before we begin our training, so that we can equip you with the skills necessary to complete this program.

Does the trainee require additional assistance for:
- [ ] Literacy
- [ ] Language
- [ ] Numeracy
- [ ] Comprehension

Indicator of Special Needs. Through discussion with the trainee and employer, we need to identify any special needs that are required so that the training will be successfully delivered. Any workplace modifications should be discussed with the A.A.C. and funding is available through the DAWS program.

Special Requirements may include:
- [ ] Adaptive Technology
- [ ] On-Line Learning
- [ ] Tutorial assistance
- [ ] Literacy Support

Please outline the special needs identified (if any).

The Student requires...

<table>
<thead>
<tr>
<th>Reading</th>
<th>Describe skills needed on the job</th>
<th>Describe skills needed in training</th>
<th>What skills does the potential trainee demonstrate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and demonstrate comprehension of a complex text relevant to job role</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing</th>
<th>Describe skills needed on the job</th>
<th>Describe skills needed in training</th>
<th>What skills does the potential trainee demonstrate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write an extended recall paragraph including accurate spelling, punctuation and grammar</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maths</th>
<th>Describe skills needed on the job</th>
<th>Describe skills needed in training</th>
<th>What skills does the potential trainee demonstrate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select and use a range of mathematical actions and formulas in job role related circumstances</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oral Communication</th>
<th>Describe skills needed on the job</th>
<th>Describe skills needed in training</th>
<th>What skills does the potential trainee demonstrate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in extended oral exchanges which are relevant to job role</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] This trainee/apprentice has demonstrated the required level of L, L & N to complete this course of study
- [ ] This trainee/apprentice will need additional L, L & N training to be able to complete this course of study. (Attach a report from the trainer with recommendations).
- [ ] This trainee/apprentice will need additional Tutorial Assistance for comprehension. (Attach a report from the trainer with recommendations).

Trainee Signature: ___________________________ Employer Signature: ___________________________
Trainee Signature: ___________________________