



# Language, Literacy and Numeracy Assessment

CANDIDATE INFORMATION	
First Name	
Surname	
Date	

**The LLN assessment is to be completed by the student attending the course and must be done in their own hand writing/or with an electronic pen. Typed assessments will not be accepted.**

The purpose of a language, literacy and numeracy indicator is to provide WA Skills Training an idea of your literacy level.

This is important because it helps us determine if you have the appropriate level to undertake a course with WA Skills Training. This will allow us to determine the best learning approach for you.

If you do not meet the level required, WA Skills Training may refer you to a provider for specific training in language, literacy and numeracy. The indicator tool will remain a document in confidence, the results will only be disclosed to the relevant trainer/assessor interviewing you and administration staff.

## Target Audience

This form can be used within any industry.

## Instructions to Assessor

This task requires the candidate to:

- Read and respond to written questions
- Reflect on his/her learning

Put the candidate at ease and explain that the purpose of the LLN assessment is to gather information about the candidate's LLN skill level to help determine if they have the skills for a particular course of training, or if support is required. It includes a series of questions the candidate is to respond to, followed by a self-assessment task.

The candidate is to complete all questions to the best of their ability using the space provided.

Date of This Issue:	14.10.2021	Date of Next Review:	14.10.2023	Doc Id:	WAST_TMS_TP_206_V7
This document is uncontrolled in hardcopy format					

## ASSESSMENT

What is a reason for you to do this training?

What is something that you have learned recently? How do you like to learn/what helps you learn?

### Candidate Self-Assessment: A SELF REFLECTION

I Can....	Yes	Sometimes	No
Understand signs and symbols			
Fill in a time sheet			
Count and check change when shopping			
Send a text message			
Use a computer to email			
Use a calculator for + – x ÷			
Read a work roster			
Follow instructions for mixing a solution or to follow a recipe			
Read a Google map or street directory			
Read and understand a SDS (Safety Data Sheet)			

#### Question 1

Firewood is an example of a compound word (fire + wood). In the table below, match the words in the left column with a word in the right column to create a suitable word.

Grand	Prints
Sun	Mother
Foot	Flower
Rain	Ship
Friend	Check

Date of This Issue:	14.10.2021	Date of Next Review:	14.10.2023	Doc Id:	WAST_TMS_TP_206_V7
This document is uncontrolled in hardcopy format					

**Question 2**

Match the words below with the correct picture.

(Written answer: Please use the boxes below the pictures to provide your answer).

**WORDS:** Boat; Crane; Nose; Hammer; Flowers, Age



a.



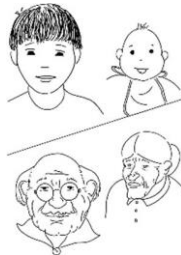
b.



c.



d.



e.



f.

**Question 3**

Complete the following sentence with one or more of these words – “We’re”, “Where” or “Wear”

Bella and Jackson knew ..... they wanted to go for a walk but had to decide what to ..... to be comfortable. After getting ready they told their neighbours “..... going to the park!”

**Question 4**

What is 20% of \$500?

**Question 5**

Divide 150 by 1000.

**Question 6**

What is  $\frac{3}{4}$  of 16?

Date of This Issue:	14.10.2021	Date of Next Review:	14.10.2023	Doc Id:	WAST_TMS_TP_206_V7
This document is uncontrolled in hardcopy format					

**Question 7**

Write the abbreviated word 'Jan' for a calendar month in full;

**Question 8**

Select the correctly spelled word out of the options below for the following sentence;  
The ..... line was full of workers checking spaghetti tins for any damage.

- a) Production
- b) Produskhon
- c) Preduction
- d) Producton

**Question 9**

A furniture shop has had a delivery of tables and a delivery of chairs. There are 3 tables and 18 chairs. How many chairs should be matched with each table?

- a) 15
- b) 8
- c) 4
- d) 6

**Question 10**

You are working in construction and you need three lengths of fencing for a garden. You need 2 lengths measuring 10 metres and one length measuring 5 metres. How much do you need to get altogether?

- a) 15 metres
- b) 25 metres
- c) 52 metres
- d) 20 metres

**Question 11**

Leo is training for a 10 kilometre run. Leo aims to do training runs of 48kms a week. If Leo trains for 5 days a week and runs the same distance each day, how many kilometres will Leo run each day?

- a) 8.5
- b) 9.6
- c) 4.8
- d) 7.2

**Question 12**

Jack completed year 12 at the age of eighteen and wanted a career that included leadership in the mining sector. Jack is now 35 and wishes to update his studies. He likes working with a team and prides himself on being a natural leader. He is looking at gaining appropriate training to ensure he can be promoted. Jack has enrolled to complete a Diploma of Leadership and Management.

1. How old is Jack now? .....
2. How many years has it been since Jack left school? .....
3. What action is Jack taking to gain a promotion?.....  
.....

Date of This Issue:	14.10.2021	Date of Next Review:	14.10.2023	Doc Id:	WAST_TMS_TP_206_V7
This document is uncontrolled in hardcopy format					

**Question 13**

Jack walks into a workshop, notices a hose is on the ground, it has a split and is leaking water. It is a requirement of the workplace to place items out of service if they are broken and not serviceable.

Please fill out the "Out of Service" tag below:



Is English a second or third language for you?

- Yes
- No

If you have ticked "Yes", describe your level of knowledge for reading and writing in English. (1 poor – 5 excellent)

**Learner declaration**

I submit the above answers as my own.

<b>Student's Name</b>	<b>Signature</b>	<b>Date</b>

Date of This Issue:	14.10.2021	Date of Next Review:	14.10.2023	Doc Id:	WAST_TMS_TP_206_V7
This document is uncontrolled in hardcopy format					

**OFFICE USE (TRAINING COORDINATOR/TRAINER/ASSESSOR)**

*(Please tick if the trainer and assessor agrees with the following statements)*

- I have discussed the training with the learner and I am satisfied that the learner has the sufficient LLN skills to participate in this Course.
- The learner has demonstrated a level of language, literacy and numeracy skills required to complete this Course.
- I believe that the learner does not have a problem with language, literacy and/or numeracy that would preclude him / her from completing this training.
- I believe that the learner is able to undertake all requirements of this training within the workplace, classroom and/or at home.

If the assessor does not agree with any of the above statements, please provide further details:

List any proposed reasonable adjustments to the training delivery taking into account the learner's LLN results:

<b>Assessor's Name</b>	<b>Signature</b>	<b>Date</b>

Date of This Issue:	14.10.2021	Date of Next Review:	14.10.2023	Doc Id:	WAST_TMS_TP_206_V7
<b>This document is uncontrolled in hardcopy format</b>					