



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:	23/03/2023	Date of Next Review:	23/03/2026	Doc Id:	WAST_TMS_TP_206_V8
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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 MSDS (Materials 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.

When	collar
Six	fried
Sun	ever
Deep	pack
Blue	shine

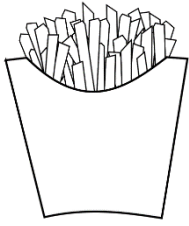
Date of This Issue:	23/03/2023	Date of Next Review:	23/03/2026	Doc Id:	WAST_TMS_TP_206_V8
This document is uncontrolled in hardcopy format					

Question 2

Match the words below with the correct picture.

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

WORDS: Building; Ladder; Eye ; Motorbike; Eagle, Chips



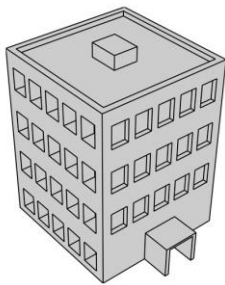
a.



b.



c.



d.



e.



f.

Question 3

Complete the following sentence with one or more of these words – “wrights”, “right” or “write”

Jacks has descended from a long line of _____ that build ships. Unlike the rest of his family Jack does not _____ with his _____ hand but with his left.

Question 4

What is 20% of \$200?

Question 5

Divide 200 by 1000.

Question 6

What is $\frac{4}{3}$ of 12?

Date of This Issue:	23/03/2023	Date of Next Review:	23/03/2026	Doc Id:	WAST_TMS_TP_206_V8
This document is uncontrolled in hardcopy format					

Question 7

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

Question 8

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

- a) spagetti
- b) spaghetti
- c) spahgetti
- d) spagheti

Question 9

A furniture shop has had a delivery of tables and a delivery of chairs. There are 4 tables and 20 chairs. How many chairs should be matched with each table?

- a) 15
- b) 8
- c) 5
- d) 6

Question 10

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

- a) 15 metres
- b) 25 metres
- c) 52 metres
- d) 30 metres

Question 11

Leo is training for a 9 kilometers run. Leo aims to do training runs of 42.5kms a week. If Leo trains for 5 days a week and runs the same distance each day, how many kilometers will Leo run each day?

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

Question 12

Archie left school at 17 to get an apprenticeship in fitting and turning. The apprenticeship lasts for 4 years and Archie now has 3 years experienced of being fully qualified.

1. How old is Archie now?
2. How many years has it been since Archie left school?
3. What is Archie's trade completed in?.....

Date of This Issue:	23/03/2023	Date of Next Review:	23/03/2026	Doc Id:	WAST_TMS_TP_206_V8
This document is uncontrolled in hardcopy format					

Question 13

Jack walks into a kitchen, plugs in a mixer, turns it on and starts using it. Shortly after it makes some funny noises and stops working. Jack turns it off at the power point and unplugs it. A requirement of the workplace is 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. (1poor – 5 excellent)

Learner declaration

I submit the above answers as my own.

Student's Name	Signature	Date

Date of This Issue:	23/03/2023	Date of Next Review:	23/03/2026	Doc Id:	WAST_TMS_TP_206_V8
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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:

Assessor's Name	Signature	Date

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