

INTRODUCTION

All participants will be treated with equal merit and given equal access to courses appropriate to their needs. This includes, but is not limited to, the following groups of people:

- people with a disability
- indigenous people
- women
- people from non-English speaking background

Participants will be given every reasonable opportunity to progress through their training and to obtain the qualification for which they are enrolled.

We ask participants to complete this Language, Literacy and Numeracy (LLN) Assessment to help us ensure that:

- The selected qualification is appropriate.
- The proposed training materials and assessments are appropriate.
- They know about likely job outcomes from the successful completion of this course.
- Their individual needs are considered when we develop the Training Plan.

Discussions during the enrolment process also help to determine if any additional support will be required during the training and that the proposed learning strategies and materials are appropriate.

Why use different learning strategies and materials?

Interlink understands that people have different learning styles. This means that we each learn best in different ways. It therefore makes sense to deliver and assess material in a range of ways. There are three main learning styles:

- Auditory - using sounds and words
- Visual - using your own images, imagining pictures in your mind
- Kinaesthetic - active learning, doing, touching, practising things.

Interlink includes the following range of strategies to make sure that the learning experience with us is the best it can be:

Oral presentations	Power Point presentations
Discussion	DVD's
YouTube	Multiple choice questions
Short answer questions	Group work
Activity-based learning	

Marking Legend	
S	Satisfactory
AR	Assistance required

Please Note - This LLN Assessment is NOT a test.

It is used to ensure the training and associated support is at a suitable level for you to successfully complete the program.

LANGUAGE, LITERACY & NUMERACY ASSESSMENT (LLN)

Please complete the following assessment to help Interlink Training identify any areas where you may need extra help to complete your training.

Assessment must be completed without any assistance, but calculators may be used for mathematical questions. Please complete as much as you can.

Full name:		Date of Birth:	
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PART A

1. Self-Assessment	Poor	Average	Very Good			Trainer Use Only S or AR
How do you rate your reading ability?	1	2	3	4	5	
How do you rate your writing ability?	1	2	3	4	5	
How do you rate your maths ability?	1	2	3	4	5	

2. Do you sometimes have trouble with any of the following circle Yes (Y) or No (N)				Trainer Use Only S or AR	
Recognise common words	Y / N		Reading forms	Y / N	
Sounding out words	Y / N		Following directions	Y / N	
Understanding what you read	Y / N		Following timetables	Y / N	
Reading too slowly	Y / N		Using a Dictionary	Y / N	

3. Mark the box if any of these give you trouble Yes (Y) or No (N)				Trainer Use Only S or AR	
Filling in Forms	Y / N		Spelling	Y / N	
Writing notes and messages	Y / N		Using the right words	Y / N	
Writing more than a sentence or two	Y / N		Organising Ideas	Y / N	
Writing a business letter	Y / N		Handwriting	Y / N	

4. Is there any areas where you might need extra help Yes (Y) or No (N)				Trainer Use Only S or AR	
Adding, subtracting, multiplying and dividing with a calculator	Y / N		Understanding how to use formulas and transposing formulas	Y / N	
Finding percentages with a calculator	Y / N		Understanding trigonometry	Y / N	
Knowing when to add, subtract, multiply or divide	Y / N		Using a calculator for more advanced maths	Y / N	

PART B








Please answer the following mathematical questions (you may use a calculator)

	Problem	Working	Answer	Trainer Use Only S or AR
Q1	I work a seven hour shift each day. I earn \$13.50 per hour. What is my daily income?			
Q2	How many 500ml bottles of water are needed to fill a 10-litre bucket?			
Q3	You and a fellow worker share travel expenses in the ratio of 3:2. If the total cost is \$85, how much do you each contribute?			

PART C

Draw a line between the sign and its meaning. The first one has been done for you.

Trainer Use Only S or AR

	No mobile phones
	No naked flames
	Ear protection must be worn
	Head protection must be worn
	No admittance
	No smoking
	Foot protection must be worn

PART D

This task requires you to:

- (i) Read the scenario about a pre-start check
- (ii) Write answers to the questions following the scenario
- (iii) Complete the 'Vehicle pre-start check form', based on the information in the scenario.

CHECK THE VEHICLE

Start the day right!

Jim started work early on Monday morning, as he had a lot of deliveries to do that day. He needed to drive the Hi-Lux ute into town to pick up a few supplies. Before heading off, he did the compulsory vehicle pre-start check that Delivery drivers must do every Monday morning.

He checked the water in the radiator. It was a bit low, so he topped it up. He checked the wheel nuts to make sure they were all tight. While he was doing that, he noticed that one of the front tyres was down a bit. He put some air in it.

Jim turned on the ignition so that he could check to see if the headlights, tail-lights and indicators were working. They were. He checked the horn and that worked too. He turned on the windscreen wipers and noticed that the front wiper had a slight tear in the rubber and was not wiping smoothly. It was OK but would need to be replaced within the next month. Then he checked to see if the tow hitch was OK. All the pins, clips, chains and bolts were in the right place, and the tow ball was tight.

Jim then checked in the back of the car to make sure that the spare tyre, the jack and spanners were all there. Everything was present and in good working order. The last thing to check for was the condition and contents of the trauma kit. Jim knew he couldn't leave the depot without a complete kit. He looked in the front of the ute. He looked in the back of the ute. He couldn't find it anywhere. Someone must have pinched it!

Jim filled out the 'Vehicle pre-start check form' and took it to his supervisor.

Please answer the following questions		Trainer Use Only S or AR
Q1	What should Jim do about the trauma kit?	
Q2	What do you think "compulsory" means? (Paragraph 1)	
Q3	What do you think the trauma kit might have in it?	

Vehicle Pre-Start Inspection Checklist Fill out the checklist based on the scenario above				Trainer Use Only S or AR
Date Inspected: Vehicle #: Employee:				
Item	OK	N/A	Needs Repair	Comments
Water level in radiator				
Wheel Nuts				
Tyre Pressure				
Headlights				
Tail-lights				
Indicators				
Horn				
Windscreen Wipers				
Tow Hitch Pins				
Tow Hitch clips				
Tow Hitch chains				
Tow Hitch bolts				
Tow Ball				
Spare Tyre				
The Jack				
Spanners				
Trauma Kit				
Site Specific Requirements Equipment:				
<i>Please sign on completion of inspection:</i>				
Employee : Supervisor: Date:				

Trainer Use Only	ACSF Writing level (circle one):
Below ACSF 2 ACSF 2 ACSF 3 Above ACSF 3	

Does the participant require additional LLN assistance to complete their training program Yes No
 Is the assistance required Low, Medium or High? Low Medium High

If additional assistance is required, your trainer/assessor will complete a Learning Support Plan to document assistance required/received.