LANGUAGE, LITERACY AND NUMERACY CHECK

The purpose of this check is to establish if you have the required language, literacy and numeracy skill level to successfully complete your training in the course you have chosen. If it is found that you do not meet the required level, assistance will be provided to you to ensure you develop the skills required and a capability to complete the course.

Please complete the following:

Name: ………………………………………………………………… Date: ……………………………………………………………

LANGUAGE

1. In the space provided, write a few sentences explaining why you are motivated to enroll in this course and what personal outcomes you hope to achieve from this training.

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FOR OFFICE USE ONLY:
Assessed Name: .......................................................... Assessor Signature: ..........................................................
Areas requiring assistance: (Please circle your response to each section)
Language – Yes / No  Literacy – Yes / No  Numeracy – Yes / No
Comments: …………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………
LITERACY

2. Circle the correct spelling of the following words:

   a) Telephone    Telafone    Talaphone
   b) Cleening     Cleaning     Cleanning
   c) Pencile      Pencil       Pensil
   d) Thankx       Thancs      Thanks
   e) Connection   Connexion   Conecshun
   f) Comming      Coming       Cumming
   g) Gorgus       Gorgess     Gorgeous

3. Please read the following article and answer the questions listed below:

   “There is a general expectation from all employers and customers that you present an acceptable standard of professional appearance. "Acceptable" means that you are neat and clean, in both personal hygiene and the way you dress.

   The way you dress for work depends on the type of business your organization operates in and the customers they deal with. For example, some organizations require that you wear a uniform. Some have very strict rules that do not encourage staff to wear piercings or unusual clothes. Some organizations are more informal and are happy as long as their staff members are neatly dressed.

   Standards of presentation might be documented in a ‘dress code’ which describes the minimum level of presentation required. Some organisations may not have written their dress code down, but expect you to know what the standards are. Before you start any job, make sure you know the organisation’s requirements.”

   Question 1

   Write the general expectation of dress standard for employers and customers.

   …………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………

   Question 2 - Using the extract to assist you, complete the following sentence:

   “Some have very …………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………unusual clothes.”
Question 3
Identify and write down the statement that indicates that some organizations are informal and therefore happy if their staff is neatly dressed.

Question 4
Using the extract to assist you, explain what the meaning of the word “acceptable” as a standard of professional appearance.

“Acceptable” means

Question 5
In the space provided, write the recommendation made by the author regarding dress code, for employees commencing a new job.

Question 6
Think about how someone’s appearance might affect the way you think about their organization and influence the kind of service you can expect from them. Write a paragraph about how someone’s personal appearance affects your perception of that person.
**NUMERACY TASKS**

Show all the working you need to in the “working space”. It is preferred that you answer these questions without the assistance of a calculator.

<table>
<thead>
<tr>
<th>Question</th>
<th>Working space</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add 9 + 25 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add 79c + 44c =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add $325 + $53 + $849.53 =</td>
<td></td>
<td></td>
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<tr>
<td>Write 1 ½ meters as centimeters</td>
<td></td>
<td></td>
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<tr>
<td>Multiply 6 x 8 =</td>
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<td></td>
</tr>
<tr>
<td>Multiply 2.7 x 10 =</td>
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<tr>
<td>Multiply 518 x 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triple 3.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Write half of 4.5 kg in grams</td>
<td></td>
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<tr>
<td>Divide 270.33 meters into 3 equal lengths</td>
<td></td>
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<tr>
<td>Write 14/10 as a decimal</td>
<td></td>
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<tr>
<td>Divide 132.94 by 1000</td>
<td></td>
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<tr>
<td>Write the larger fraction, 1/5 or 1/6</td>
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<tr>
<td>Write ¾ as a decimal</td>
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<tr>
<td>Divide $2500.50 by 5 =</td>
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<tr>
<td>If $4X + 2 = 14$, Write the value of $X$</td>
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<tr>
<td>How many milliliters in $3 \frac{1}{2}$ litres?</td>
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<td></td>
</tr>
<tr>
<td>How many kilograms in 500g?</td>
<td></td>
<td></td>
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</tbody>
</table>

**NON VERBAL REASONING ABILITY**

Concerned with how well you can think and solve problems. A series of puzzles are given, each of which has a piece missing. You must decide which piece of several given alternatives will complete each puzzle.

1. Circle which piece completes the pattern from the “Options” box.

   **Pattern**

   ![Pattern](image)

   **Options**

   ![Options](image)
2. Circle which piece completes the pattern from the “Options” box.

Pattern

Options

3. Circle which piece completes the pattern from the “Options” box.

Pattern

Options

FOR OFFICE USE ONLY - SCORE

Student has demonstrated the following abilities:

Language

Write sentences coherently

Literacy

1. identify correct spelling
2. to read and extract information

Numeracy

3. to calculate using addition, multiplication, division, conversion
4. to reason