



COURSE PRE- ATTENDANCE ASSESSMENT

Language, Literacy and Numeracy - LLN

Thank you for choosing to participate in the Active TEC - Language, Literacy and Numeracy (LLN) assessment.

The purpose of this test is to determine whether you may require additional support in order to complete your intended course successfully.

It is important that you complete this assessment on your own and without the help and assistance of others, this is to assure that we (Active TEC) obtain valid data, this shall allow the development of a strategy that is conducive to the overall goal and process.

Please answer all questions and complete all activities to the best of your ability.

It is important you return it to Active TEC prior to your training course booking date.

The information provided within this assessment is considered to be **Private and Confidential**, and shall be discussed only with you , and not be released to others, without your permission.

How to use this form

1. Print out the LLN assessment.
2. Fill in your details, sign and date, and complete all questions and tasks provided within.
3. Return the completed assessment to Active TEC as soon as possible (How?)
 - a) You may "scan it" and send it back via email to: info@activetec.com.au
 - b) Or you may post mail it to: [Active TEC - PO Box 30 Sunbury Victoria 3429](#)

Candidate Details and Declaration

Name: _____ Contact No. _____
DOB: _____ Course Desired: _____

Candidate Declaration

I choose to participate in this LLN assessment and understand Active TEC personnel will utilise the information to determine if and how they may be able to provide me with support for any challenges identified.

Candidate Signature: _____ Date: _____

Self Assessment

Complete your own Self Assessment in relation to your Language, Literacy Skill Sets and Numeracy levels:

Please Circle your response below.

1. Language

I speak English: Very Well OK Not Well.

2. Reading

I believe my English reading ability is: Very Good OK Not Good.

3. Writing

I believe I can write sentences in English: Very Well OK Not Well.

4. Numeracy

I believe I can add, subtract and multiply numbers: Very Well OK Not Well.

5. Learning

I believe I learn things: Quickly OK Slowly.

Do you have any conditions that may contribute to a learning difficulty? No Yes

If you marked "YES" please describe it here: _____

Please move to the next page once your Self Assessment is complete.

1. Reading English and Comprehension

Thank you for completing the Self Assessment.

Please read the following paragraph and answer the questions below.

* Tom is starting a new job as a warehouse assistant tomorrow, he applied for it last week.

His duties include lifting boxes, using a trolley, checking delivery paperwork, and following safety procedures, which keep him safe.

His supervisor has told him he must wear Safety boots, a Hi-Vis Vest, and Gloves when working in the loading bay."

Please Tick the box next to your answer below.

- | | | | | |
|--|----------------|--------------------------|---------------------|--------------------------|
| a) What is Tom's New Job? | Supervisor | <input type="checkbox"/> | Warehouse Assistant | <input type="checkbox"/> |
| b) When is he starting the new job? | Last Week | <input type="checkbox"/> | Tomorrow | <input type="checkbox"/> |
| c) Why must he follow Safety Procedures? | He lifts boxes | <input type="checkbox"/> | It keeps him safe | <input type="checkbox"/> |
| d) Does Tom have to wear a Hi Vis Vest? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

2. Writing

Please write three sentences to answer the questions below.

1. Why do you want to do the course you have chosen?

2. What do you do in your current job or last job?

3. Where did you go to school and what grade or level did you reach before leaving?

3. Numeracy

Complete the calculations below (you may use a calculator but try first without it).

- | | | | |
|--------|---|----------------------|--------------------------|
| Row 1. | $7 + 9 + 8 =$ | $10 + 12 + 33 =$ | $7 + 4 + 100 =$ |
| Row 2. | $3 + 7 \times 10 =$ | $12 \times 12 + 5 =$ | $90 \times 10 - 100 =$ |
| Row 3. | $16 \div 4 =$ | $100 - 50 \div 2 =$ | $1000 - 1000 \times 1 =$ |
| Row 4. | If you work 38 hours per week ,and are paid \$20.00 per hour, what would your weekly wage be? | | \$ _____ |

Good Work !

You have Completed the LLN and it can be returned to Active TEC with all sections above completed .

This Section Is completed with Active TEC Staff Only.

4. Oral Communication (English Language)

This section will be completed with an Active TEC staff member.

by Phone ☐

In Person ☐

Rating Table

1 - Excellent

2 - Sufficient

3- Insufficient

Assessor Asks: Can you describe why you wish to enrol in this course and what you will hope to use it for?

Assessor shall Rate the candidates response below, by placing a number in each box:

*Swift verbal response time.

*Answer is relative and demonstrates an understanding of the verbal question.

*Answer is logical and shows comprehension of the question.

*Verbal answer in English is comprehensible and clear.

This Section Is completed with Active TEC Staff Only.