



Language Literacy and Numeracy Assessment

Applicant Declaration

To be filled out and submitted with LLN assessment responses

I declare that this assessment is all my own work and I have not cheated or plagiarised the work or colluded with any other applicant(s).

I understand that if I am found to have plagiarised, cheated or colluded, action will be taken against me according to the process explained to me.

Applicant name	
Applicant signature	
Date	

Assessor declaration

I hereby certify that this applicant has been assessed by me.

Assessor name	
Assessor signature	
Date	

Pre-training review, including LLN Assessment

Pre Training Review and Language literacy and numeracy (LLN) Summary

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, Cass Training International College reviews each applicant's existing knowledge, skills, experience and qualifications.

You will be asked to participate in this Pre Training Review during the enrolment process by providing details of your existing knowledge, skills, experience and qualifications that are relevant to the course being applied for. We will then review this information and respond to you with the outcome of the review.

The Pre-Training Review will also assess your Language, Literacy and Numeracy Skills to assess whether you have the required skills to complete this course, and to determine whether you require any additional support in order to complete the course successfully.

Instructions – Oral Questions

Your assessor will ask you a number of questions to test your oral communication skills and then record your responses.

Oral Communication Questions

1. Please explain your reasons for enrolling into this course.
2. Do you have any existing experience or qualifications relevant to the course you are applying for?
3. What are your career objectives and how do you think this course will help you to achieve these?
4. Is there any support you think you may need to assist you to complete this course?

Answers:

Your assessor will record your answers here.

Assessor use only:

Instructions – Written questions

Read each of the questions below and record your answers in the boxes given.

Learning and writing

5. What excites you about learning?

6. What are things you don't enjoy about learning?

7. When you have studied in the past did you experience any issues that prevented you from learning?

8. What things help you to learn?

Assessor use only:

Reading and writing

Read the text at the links below and then answer the questions:

<https://www.smh.com.au/business/workplace/there-is-no-such-thing-as-a-job-for-life-anymore-20160223-gn141j.html>

<https://www.monster.be/en/career-advice/article/what-are-the-unwritten-rules-of-the-workplace-been>

<https://smallbusiness.chron.com/5-steps-along-workplace-15602.html>

Now answer the questions:

9. List three common unwritten rules that you might come across at work. Explain each one.

10. Discuss your thoughts about the following statement:

When I start work it will be a job for life.

11. Explain why it is important to get on with others at work.

Write in the table what these safety signs mean.

	
	
	
	
	

Assessor use only:

Numeracy

Complete the following calculations.

13. Review the following table. Identify the industry sector that has the highest growth by marking it with a 1. Number all other industry sectors in order from highest to lowest.

Industry	Projected employment growth ('000) to 2024	Highest growth (number 1 onwards where 1 is the highest)
Retail trade	62.3	
Accommodation and Food Services	91.4	
Transport, postal and warehousing	43.7	
Education and training	252.6	
Financial and insurance services	20.4	

- Calculate the total expected growth to 2024 for these industries.
- If in 2025, the total expected growth was expected to increase by 2.5% what would the total expected growth be for 2025?
- What percentage of total expected growth does education and training make up?
- Review the following table. Assuming you get paid \$45 an hour, how much do you earn per week and in total. Complete the following table?.

Week	Hours	\$
1	20	
2	25	
3	23	
4	26	
Total		

Assessor use only:

Date of LLN Assessment:	
Oral communication level:	
Learning level:	
Writing level:	
Reading level:	
Numeracy level:	
Applicant suitable for entry into the course	
Assessor Name:	
Date:	
Signed:	