**Language, Literacy and Numeracy Pre-Course Assessment**

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s Declaration**

I hereby state that this is my own work.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Introduction**

As part of this pre-training review process, you are required to complete a language, literacy and numeracy (LLN) exercise which will be used to assess your LLN ability to undertake the course. Please write your answers in the spaces provided for each part.

If you have a Language Literacy or Numeracy concern that is affecting your training program, we encourage you to raise the matter directly with a Trainer from the RTO.

Watto Training will review your assessment results together with the information gathered during your interview.

If your skills do not meet the entry requirements, Watto Training may decide to refer you to another training provider for specific training in **language,** literacy and numeracy.

|  |  |
| --- | --- |
| **Assessor’s Decision:** | **Tick** |
| The trainee has demonstrated sufficient LLN skills to participate in the course |  |
| The trainee has NOT demonstrated sufficient LLN skills to participate in the course. |  |
| **Action Plan (if required):** | |
|  | |
| **Assessor’s Name:** | |
| **Assessor’s Signature:** | |
| **Date:** | |

**Part One**

## Q1.1: A self-reflection…

Tell us about your reading, writing and numeracy skills.

|  |  |  |  |
| --- | --- | --- | --- |
| **I can …** | **Yes** | **Sometimes** | **No** |
| understand signs |  |  |  |
| fill in a time sheet |  |  |  |
| count and check change when shopping |  |  |  |
| Send a text message |  |  |  |
| use the internet to get information like telephone numbers |  |  |  |
| fill in a leave form |  |  |  |
| read a staff memo |  |  |  |
| use a computer to email |  |  |  |
| use a calculator for + – x ÷ |  |  |  |
| read a newspaper |  |  |  |
| 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 an MSDS |  |  |  |
| use an equipment manual |  |  |  |
| complete a log book |  |  |  |
| write an incident report |  |  |  |

*PLEASE NOTE: Assessors must review each response and mark accordingly*

**Part Two**

**Please read the information below about CHAIN OF RESPONSIBILITY, then answer the questions that follow:**

*Drivers and operators have traditionally been the focus of road laws. However, breaches are often caused by the actions of others. Under chain of responsibility (COR), complying with transport law is a shared responsibility and all parties in the road transport supply chain are responsible for preventing breaches. This approach recognises the effects of the actions, inactions and demands of off-the-road parties in the transport chain.*

*Anybody – not just the driver – who has control over the transport task can be held responsible for breaches of road laws and may be legally liable. COR is similar to the legal concept of 'duty of care' that underpins Occupational Health & Safety (OH&S) law. This approach has long been used by the courts to impose liability in negligence and damages claims.*

*All parties in the supply chain – consignor/dispatcher, packer, loader, scheduler, consignee/receiver, manager, as well as the driver and operator – must take all reasonable steps to prevent breaches of the road transport mass, dimension, loading, speed compliance and work hours laws.*

*Penalties and sanctions range from formal warnings to court imposed fines and penalties relating to the commercial benefit derived from offences. Supervisory intervention orders and prohibition orders banning individuals from the industry can be applied to 'persistent or systematic' offenders.*

Q2.3: Write a sentence below explaining in simple terms what is meant by CHAIN OF RESPONSIBILITY.

Q2.2: Write below the TWO types of PENALTIES and SANCTIONS relating to chain of responsibility offences.

*PLEASE NOTE: Assessors must review each response and mark accordingly*

**Part Three (you may use a calculator if you wish)**

|  |  |
| --- | --- |
| Q3.1: Spike the dog eats a can of dog food everyday which costs $1.20.  **How much does it cost to feed him for a week?** | ANSWER: |
| Q3.2: If I had $65 to share evenly between five people.  **How much would each person get?** | ANSWER: |
| Q3.3: Tien collected an average of eight dollars a shift in tips when she works in the bar.  **If she works nine shifts how much money in tips would she earn?** | ANSWER: |
| Q3.4: Seven people share $7700 in X-lotto.  **How much does each person get?** | ANSWER: |
| Q3.5: Dave ordered 12 large pizzas for a party. Each cost $11.50.  **How much did it cost in total?** | ANSWER: |

**END OF ASSESSMENT**