



COURSE PRE- ATTENDANCE ASSESSMENT

Student Needs - Language, Literacy and Numeracy

Introduction

Welcome and thank you for participating in the Student Needs - Language, Literacy and Numeracy (SNLLN) assessment.

This assessment is designed to assist our organisation to determine how best we may assist you to gain maximum benefit from your learning experience.

Candidates with limited language, literacy and numeracy skills may require pre-attendance training or additional support during their training and assessment.

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 will allow the development of a strategy that is conducive to the overall goal and process.

All information provided within this assessment is considered to be private and confidential and will not be disclosed to others without your permission.

How to use this form

1. Print off the assessment.
2. Fill in your details and complete all questions and tasks provided within to the point where it says " **END OF ASSESSMENT**".
3. Return the completed assessment to Active TEC on the day or (How?)
 - a) you may "scan it" and send it back via email to: info@activetec.com.au
 - b) Mail it to: Active TEC PO Box 30 Sunbury Victoria 3429

The information provided will be examined by the relevant Trainer/Assessor and we will call you to discuss our findings and to advise on an appropriate strategy.

PRIVATE AND CONFIDENTIAL



Candidate Details

Title: MR MISS MS MRS Pls Tick

Name: _____ Date: _____

DOB: _____ Gender: Male Female

Your Address: _____

_____ Post Code: _____

Contact Number: (Home) _____ Mobile: _____

Email: _____

Course Detail

Why do you wish to enroll in the course: _____

Special Needs

Do you feel you have any disabilities or learning difficulties that may require consideration?

No Yes (please specify) _____

PRIVATE AND CONFIDENTIAL



Nationality & Cultural Diversity

Country of Birth: Australia Other (Please specify) _____

What is the predominant language you speak at home? _____

Are there any special requirements brought about by your religion that may restrict you from class activities? No Yes (Please Specify) _____

Education

Did you attend School? Yes No

(If Yes) What level or grade did you achieve? _____

Reading , Writing & Numeracy

What is the main language you speak at home? _____

I Can read English - Very Well Not very well Not at all

I Can write English - Very Well Not very well Not at all

I Can use Math's to

add , subtract, divide - Very Well Not very well Not at all

Work / Job Description

What is your profession (Job)? _____ None

What certification do your hold? _____
_____ None

cont.....



What are the duties you carry out in this type of work? _____

Employers Comments

Assessor Notes _____

PRIVATE AND CONFIDENTIAL

Reading and Interpretation

Please read the following questions and in your own writing, provide answers.

1. Jimmy was found to be guilty of driving a fork lift truck without a license and was fined \$10,000.

Q Why was Jimmy Fined?

A _____

b) Was Jimmy Driving the fork lift truck legally ?

A _____

Q How much was Jimmy fined?

A _____

2. Charlie says : My car broke down yesterday, today is Monday and I must go to work!

Q What day of the week did Charlie's car break down?

A _____

Q What day is Charlie telling you this?

A _____

Q Why is Charlie upset?





A _____

3. It is important to gather and summarise information if we are to get things right.

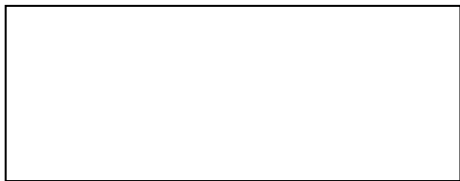
Q What does the word "summarise" mean?

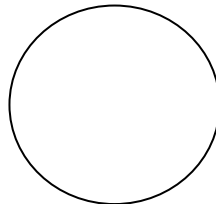
A _____

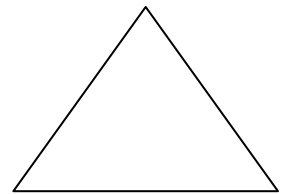
What do these safety signs mean?

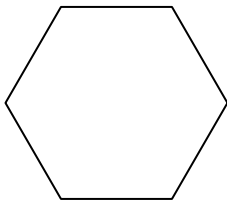
| Sign | Description |
|---|-------------|
|  | |
|  | |
|  | |
|  | |

Name the objects you see below

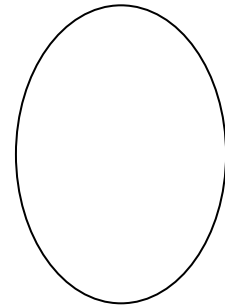














Please read the following questions and in your own writing, provide a description.

Writing

Write something about the picture below.



PRIVATE AND CONFIDENTIAL



Numeracy

Please read the following questions and in your own writing, provide answers.

1. You are driving a vehicle and travelling at 100kph.

You pass a sign that says you are 50km from your destination.

If you continue to travel at 100kph, how long will it take you to arrive?

A) 25 minutes 30 minutes 35 minutes

2. Please complete the following calculations without a calculator or computer.

a) $42 + 23 =$

b) $240 + 214 =$

c) $1500 \div 3 =$

d) $10 \times 250 =$

e) $240 + 6 - 17 =$

f) 25% of a 1000 =

3. One metre is the same measurement as:

a) 100 Centimetres

b) 10 Centimetres

c) 1000 Centimetres

4. If I subtract 24 from 30 and then add 4 what number do I end up with?

A _____

4. Complete this number sequence by filling in the gaps

A) 15 _____ 21 24 _____ 30

5. I had half an apple and I shared it with 2 other people equally, how much was I left with?

A _____

END OF ASSESSMENT

Stage 1 - Assessor use only



ATEC GUIDE (standardised) for ACSF Performance Levels

CORE SKILLS

Examine Unit /s and determine performance level required by applicant .

| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---------------------------|--|--|--|--|--|
| Learning | The applicant needs tasks or information provided to be repeated more than three times prior to being able to demonstrate absorption with guidance and verbal support. | The applicant needs tasks or information provided to be repeated more than one time prior to being able to demonstrate absorption with guidance. | The applicant reproduces tasks or information provided after initial instruction and is able to demonstrate absorption with minor prompting. | The applicant reproduces tasks or information provided after initial instruction and is able to demonstrate absorption without support or prompting. | The applicant reproduces tasks or information provided after initial instruction and is able to demonstrate absorption and is capable of guiding others in relation to the subject. |
| Reading | Applicant requires minimal reading skills in relation to this subject and its final application. | Applicant must read signage and like information documents in this subject. | Applicants must read instructional documents and follow instruction with limited supervision. | Applicant must read Instructional Documents and guide others in relation to the information required. | Applicant will read complex Instructional Documents, Plans and provide feedback in relation to information obtained to workgroups in a managing capacity. |
| Writing | Applicant's writing skills enable them to complete basic enrolment forms with minimal spelling mistakes. | Applicant is capable of writing a basic report on an item they examine with correct spelling . | Applicant is capable of writing a basic procedure for a task without spelling mistakes and is structured logically. | Applicant is able to record minutes to meetings and prepare instructional documents without spelling or grammatical mistakes. | Applicant is able to write reports and displays a excellent spelling and grammatical skills. |
| Oral Communication | Applicant must be able to introduce themselves and articulate their needs. | Applicant must be capable of listening to and following minor instructions. | Applicant is capable of obtaining instruction, raising questions to clarify segments of the communicate. | Applicant is capable of delivering a briefing and providing detail including answering questions of those in their group. | Applicant is able to initiate conversation , interview others and deliver concise information to other in a workgroup in a managing capacity. |
| Numeracy | Applicant is capable of manually completing basic addition and multiplication tasks to 2 digit combinations. | Applicant is capable of manually completing Addition , Multiplication and Division tasks to 3 digit combinations. | Applicant is capable of manually combining Addition, Multiplication and Division to 4 digit combinations | Applicant meets level 3 requirement and completes tasks that include decimal and fraction | Applicant is able to meet level 4 requirement and can solve mathematical equations that are time and distance related. Also at this level they are capable of instructing or guiding others with mathematical tasks. |



Active TEC "Core Skills" ACSF Assessment Compiled Data table Analysis .

Pls tick the level boxes advised by the specific unit and LLN study result

ACSF CORE

SKILLS **Level 1** **Level 2** **Level 3** **Level 4** **Level 5** **Comments**

| | | | | | | | |
|-----------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Learning | Unit (Req) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Applicant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | | | | |
|----------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Reading | Unit (Req) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Applicant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | | | | |
|----------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Writing | Unit (Req) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Applicant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | | | | |
|------------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Oral Comm | Unit (Req) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Applicant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | | | | |
|-----------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Numeracy | Unit (Req) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Applicant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

PRIVATE AND CONFIDENTIAL

© Active TEC Pty Ltd - This table must not be utilised or reproduced without written permission from Active TEC.

Assessor to create a "Spiky Profile" for Visual Comparison



Visual Comparison (Spiky Profile)

Assessor use only

Unit coordinates to be entered in "Blue"
 Applicant coordinates to be entered in "Red"

| | | | | | | |
|---------------------------|---|----------|---------|---------|---------------|----------|
| ACSF Level of Performance | 5 | | | | | |
| | 4 | + | + | + | + | + |
| | 3 | + | + | + | + | + |
| | 2 | + | + | + | + | + |
| | 1 | + | + | + | + | + |
| | 0 | | | | | |
| | | Learning | Reading | Writing | Communication | Numeracy |

© Active TEC Pty Ltd - This table must not be utilised or reproduced without written permission from Active TEC.

Stage 2 - Outcome (Office use only) Assessor to complete

Assessor Name: _____ Date: _____

Assessors LLN Rating

Satisfactory

Acceptable

Unsatisfactory

| | | | |
|------------|-----------------------|-----------------------|-----------------------|
| Language | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Literature | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Numeracy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



Assessor use only

Where any Special Needs Identified? Yes No

Explain your answer: _____

If Yes, How will we provide assistance _____

What pre attendance training or guidance have we suggested to the student? _____

Have additional costs associated with modifying training and additional time and resources been provided to the student? Yes No

Has the student accepted the suggestion? Yes No

If "No" explain the disputes resolution to the student and offer a complaints form, if this is needed.

PRIVATE AND CONFIDENTIAL



To be completed by Attending Student and Assessor.

Assist the student to complete the declaration below, if required

** Note *Once complete an adjusted training plan must be attached to this summary prior to filing this document.*

Candidates Declaration

It is clear and understood that all students enrolling for training course require appropriate Reading, Writing and Numeracy Skills. I have participated in this LLN evaluation process prior to the commencement of the course in an effort to identify any shortfalls in my core skills.

This is to assure the very best outcome and to determine any pre attendance training or course modification that will assist me to obtain the level of competency I seek.

I have participated in this Student Needs LLN assessment of my own free will and understand that at no time any guarantees were offered by Active TEC and its staff.

I understand that failure to disclose special needs to Active TEC or failing to submit my own work in this document may affect my ability to participate in the course efficiently and this could result in shortfalls to meet the relevant course requirements.

I also understand that failing to accept the advise for pre attendance training suggested by Active TEC removes any obligation inferred or otherwise on Active TEC and its staff.

I declare that I, _____

have answered all questions unassisted.

Student Print Name: _____

Student Signature: _____ Date: _____

This form must be placed on file once this assessment is actioned and concluded.

Completed By: _____ Date: _____

PRIVATE AND CONFIDENTIAL