This Language, Literacy and Numeracy questionnaire is conducted to assess your capabilities in the mentioned areas. As an RTO, we always attempt to deliver the highest standard of service on the market, and to do this, we need to view your skills to help you as much as possible on your way to completing this certificate.

A student’s language, literacy and numeracy levels are expected to be as described below:

**Reading and writing** –
A learner will be able to read, comprehend and write a range of texts within a variety of contexts.

**Oral communication** –
A learner will be able to use and respond to spoken language including some unfamiliar material within a variety of contexts.

**Numeracy and Mathematics** –
A learner will be able to recognise and use some of the conventions and symbolism of formal mathematics including measurement, graphs and simple statistics, and an introductory understanding of the use of formulae and problem solving strategies.

<table>
<thead>
<tr>
<th>Applicants Name</th>
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<tbody>
<tr>
<td>Course registered</td>
<td></td>
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<tr>
<td>Date</td>
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<tr>
<td>Trainer</td>
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</tbody>
</table>

**Section 1 Reading and Writing**

**Question**

*Read the passage and underline the spelling errors*

As a qualified chef I will be able to supervise, teach and train apprentices to help them complete their apprenticeships.

*Circle the correct phrase:*

- Australia is an English "speaking" country.
- Or
- Australia is an English "spoken" country.
Explain briefly why you work in your job or industry:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Read the passage and underline all the action verbs (doing words)

An action verb is a word that shows what someone or something is doing.

Examples:
Mary *sleeps* on the couch.
Jason's best friend *thinks* of a plan.
Ken and his mother *cook* dinner.

*Underline the action verb*

1. Sally listens to her favourite song.
2. Craig hits the baseball over the fence.
3. The little pig grunts.
4. The roof of the house leaks.
5. The hunter searches for a deer.
6. Dr. Gold examines his patient.
7. The bluebird in the tree sings beautifully.
8. The football team dashes out of the locker room.

Circle the correct answer(s)

1. It is reported that it is going to rain tomorrow.
2. It is reported that it would rain tomorrow.
3. It is reported that there is rain tomorrow.

Which word or phrase best starts the following sentence?

… going to the operating theatre.

1. Were …
2. Sam and I are …
3. Sam and I is …
4. Sam and me are …
5. Me and Sam are …
Section 2 Numeracy and Mathematics

| How many grams are in a kilogram | ( ) 100  
|                                  | ( ) 1000  
|                                  | ( ) 1200  
|                                  | ( ) 900  
|                                  | ( ) 600  

| If 10% of a number is 100, what is the number? | ( ) 10  
|                                              | ( ) 100  
|                                              | ( ) 1,000  
|                                              | ( ) 10,000  
|                                              | ( ) 100,000  

| One (1) metre (m) is equal to… | ( ) 10,000 cm  
|                               | ( ) 1,000 cm  
|                               | ( ) 100 cm  
|                               | ( ) 10 cm  
|                               | ( ) 1 cm  

| Calculate the pulse rate (heart beats per minute) of a patient if the patient’s heart beats at 10 beats every 10 seconds. | ( ) 10  
|                                                                 | ( ) 20  
|                                                                 | ( ) 60  
|                                                                 | ( ) 100  
|                                                                 | ( ) 120  

Section 3 Multiple Choice

What does OHS stand for
1 - Occupational health and safety  
2 - Occupational health and security  
3 - Operational health supervisor  
4 - Operational hygiene standards

2. In an emergency what number would you call
1 - 911  
2 - 019  
3 - 000  
4 - 013
Tell me about your reading, writing and numeracy skills.

<table>
<thead>
<tr>
<th>I can ...</th>
<th>Yes</th>
<th>Sometimes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>understand signs at work</td>
<td></td>
<td></td>
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<tr>
<td>write a supermarket shopping list</td>
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<tr>
<td>check change when shopping</td>
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<td>write a SMS message</td>
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<td>use the internet to get information such as telephone numbers</td>
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<td>read a TV Guide</td>
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<td>read the prompts at an ATM</td>
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<td>read an account or bill</td>
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<td>send an email</td>
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<tr>
<td>use a calculator</td>
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<tr>
<td>understand a timetable</td>
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<td>read a map</td>
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<td>read and understand a newspaper</td>
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<tr>
<td>use a dictionary</td>
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<td>write a job application</td>
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<tr>
<td>read a novel</td>
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<tr>
<td>calculate fractions, decimals and percentages</td>
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<td>keep a journal</td>
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<tr>
<td>write a work report</td>
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</table>

Office use only

Comments

Assessor Name: ________________________________

Assessor Signature: ______________________________

Date: ________________________________________