****

**Language, Literacy, and Numeracy (LLN)**

**Indicator Tool**

**Learner Details and Declarations**

**Learner Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Learner Name: |  | Date: |  |
| Phone: |  | Email: |  |
| Course code and title: |  |

**Learner Instructions**

1. You must attempt all sections in this LLN Indicator Tool.

If you have indicated on the Enrolment Form that you have a disability, impairment or long-term condition, then a training consultant will contact you via telephone to conduct the oral component. This involves engaging in a short conversation with you, and will not take more than 5 minutes.

1. You have up to ten (10) business days to return this LLN Indicator Tool to the Administration Department.
2. You must complete the Learner Declaration in this LLN Indicator Tool.
3. Email the completed LLN Indicator Tool to the Administration Department at admin@trainingrto.com.au Please note that TRAINING RTO has up to ten (10) business days to finalise each LLN Indicator Tool from the date of receipt.
4. Complete the LLN Indicator Tool by writing or circling the correct response.

**Learner Declaration**

I declare that no part of this LLN Indicator Tool has been completed by another person and all written responses are my own. I understand that by typing my full name in the student signature field this is equivalent to a hand-written signature.

|  |  |
| --- | --- |
| Student full name: |  |
| Student signature: |  |
| Date: |  |

**Learner Record (Office use only)**

|  |  |
| --- | --- |
| **Learner Name:** |  |

|  |  |
| --- | --- |
| **Skill Area**  | **Training Consultant Comments** |
| **Numeracy skills**  |  |
| **Learning skills** |  |
| **Writing skills** |  |
| **Reading skills** |  |
| **Oral communication skills**  |  |
| Specialist support required (provide details below); |
| Reasonable adjustments required (provide details below); |
| **Training consultant name:**  |  |
| **Training consultant signature:** |  | **Review date:** |  |

**Q1. Rewrite the following sentence by correcting the spelling, grammar and capitalisation only. Do not change the sentence structure.**

The qwick brown Fox jumpps over. the lazy dog.

|  |
| --- |
|  |

**Q2. Rewrite the following sentence by correcting the spelling, grammar and capitalisation only. Do not change the sentence structure.**

My favorite day of the week is friday because their is usually, a football game on television.

|  |
| --- |
|  |

**Q3. Read the following passage of text:**

Apples come in all shapes and flavours. Below is a list of different apples and their respective colours:

* Red Delicious – Red
* Gala – Red
* Granny Smith – Green
* Pink Lady – Red

**What is the purpose of this passage? Select one option.**

List of facts

Convey poetry

Public service announcement

Wedding invitation

**Q4. Below is a list of fruit which needs to be purchased:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Units needed** | **Price for each unit** |
| Apple | 5 | $0.90 |
| Orange | 5 | $1.00 |
| Kiwi Fruit | 10 | $0.30 |

**You have $15 to spend. Will you have enough money to purchase the above fruit? Select one option.**

Yes

No

**Q5. Based on the below pie chart, what percentage of staff members work in sales? Select one option.**

15%

20%

25%

30%

**Q6. Based on the below pie chart, what team has the most amount of staff members? Select one option.**

Administration

Management

Human Resources

Accounts

**Q7. Below is a reference for a text book:**

Kotler, P., & Armstrong, G. (2014). *Principles of marketing.* Upper Saddle River, NJ: Pearson.

**What does the italicised font represent? Select one option.**

The author/s of the text book

The year of publication

The title of the text book

The edition of the text book

**Q8. Match the following images of road signs to their intended meaning. The first one has been completed for you.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Road Sign** | **Match the road sign and meaning (e.g., B3)** |  |  | **Intended meaning** |
| **A** | https://upload.wikimedia.org/wikipedia/commons/thumb/a/a7/Australia_road_sign_W2-7.svg/120px-Australia_road_sign_W2-7.svg.png | **A2** |  | **1** | **Falling rocks** |
| **B** | https://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Australia_W5-10.svg/120px-Australia_W5-10.svg.png |  |  | **2** | **Roundabout ahead** |
| **C** | https://upload.wikimedia.org/wikipedia/commons/thumb/0/07/Australia_road_sign_W5-42_%28L%29.svg/120px-Australia_road_sign_W5-42_%28L%29.svg.png |  |  | **3** | **Pedestrian crossing** |
| **D** | https://upload.wikimedia.org/wikipedia/commons/thumb/3/33/Australia_road_sign_W5-20.svg/120px-Australia_road_sign_W5-20.svg.png |  |  | **4** | **Road hump** |
| **E** | https://upload.wikimedia.org/wikipedia/commons/thumb/8/8b/Australia_road_sign_R3-1.svg/120px-Australia_road_sign_R3-1.svg.png |  |  | **5** | **Curve to left** |
| **F** | https://upload.wikimedia.org/wikipedia/commons/thumb/d/d5/Australia_W1-3_%28L%29.svg/120px-Australia_W1-3_%28L%29.svg.png |  |  | **6** | **Slippery road** |

**Q9. Megan needs to purchase some groceries. What order of events will Megan most likely go through? Number the events in order from 1 to 6.**

|  |  |
| --- | --- |
|  | Pay for the groceries |
|  | Drive home |
|  | Take a trolley |
|  | Put groceries in the trolley |
|  | Unpack the groceries at home |
|  | Drive to the supermarket |

**Tom and Amanda are friends and have the following conversation. Use the information to answer Q10, Q11, and Q12.**

**Tom:** Hi Amanda, I am currently looking to buy a second hand car and would like some advice.

**Amanda:** Sure, how can I help?

**Tom:** Well, I am trying to decide whether I buy the red car or the blue car.

**Amanda:** The blue car looks nice; why don’t you select that car?

**Tom:** I think I am leaning towards buying the red car because it is has an automatic transmission, whereas the blue car has a manual transmission.

**Amanda:** The red car costs an arm and a leg though!

**Tom:** That’s true, I think I need to do some more research before I make a decision anyway. Thanks for your help Amanda.

**Amanda:** No problem.

**Q10. Based on the conversation between Tom and Amanda, which car did Tom decide to purchase? Select one option.**

The red car

The blue car

Neither car

**Q11. What is Amanda’s preferred car colour? Select one option.**

The red car

The blue car

Neither car

**Q12. What is Tom’s preferred car transmission type? Select one option.**

Automatic

Manual

Neither

Both

**Q13. Do you believe you have any impairment, learning issue, or difficultly speaking English that will impact on your ability to complete this course? If yes, please provide details. If no, simply write No.**

|  |
| --- |
|  |