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

**Marking Guide**

# Instructions

1. The acceptable responses are indicated in *green italics* font.
2. You must check that the Learner Declaration section has been completed by the student.

If the student has indicated on the Enrolment Form that they have a disability, impairment or long-term condition then you will need to call the student and conduct the oral component. This involves engaging in a short conversation with the student, which will take approximately 5 minutes.

1. You must review each section in this LLN Indicator Tool and make notes on the Learner Record page.
2. If any special needs or learning difficulties are identified, you must provide the student with information about the reasonable adjustments options and/or support services which could be used to support their learning experience.
3. If the oral component must be carried out, you must make notes of the conversation in the Learner Record.
4. TRAINING RTO has up to ten (10) business days to email the learner with feedback.
5. TRAINING RTO has up to ten (10) business days to finalise each LLN Indicator Tool from the date of receipt.

**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.

|  |
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| ***The quick brown fox jumps over the lazy dog.***  ***OR***  ***The quick, brown fox jumps 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.

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| ***My favourite day of the week is Friday because there 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?**

1. ***List of facts***
2. *Convey poetry*
3. *Public service announcement*
4. *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?**

1. ***Yes***
2. *No*

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

* 15%
* 20%
* ***25%***
* 30%

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

* ***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?**

* 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.**

|  |  |
| --- | --- |
| ***Road hump*** | https://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Australia_W5-10.svg/120px-Australia_W5-10.svg.png |
| ***Falling rocks*** | 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 |
| ***Slippery road*** | https://upload.wikimedia.org/wikipedia/commons/thumb/3/33/Australia_road_sign_W5-20.svg/120px-Australia_road_sign_W5-20.svg.png |
| ***Pedestrian crossing*** | https://upload.wikimedia.org/wikipedia/commons/thumb/8/8b/Australia_road_sign_R3-1.svg/120px-Australia_road_sign_R3-1.svg.png |
| ***Curve to left*** | https://upload.wikimedia.org/wikipedia/commons/thumb/d/d5/Australia_W1-3_%28L%29.svg/120px-Australia_W1-3_%28L%29.svg.png |

**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.**

|  |  |
| --- | --- |
| Drive to the supermarket | ***1*** |
| Take a trolley | ***2*** |
| Put groceries in the trolley | ***3*** |
| Pay for the groceries | ***4*** |
| Drive home | ***5*** |
| Unpack the groceries at home | ***6*** |

**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?**

1. *The red car*
2. *The blue car*
3. ***Neither car***

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

1. *The red car*
2. ***The blue car***
3. *Neither car*

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

1. ***Automatic***
2. *Manual*
3. *Neither*
4. *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.**

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| ***If the student’s answer is anything but “No”, TRAINING RTO will need to call this student and engage in a short conversation to assess their needs.*** |

|  |  |
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| **TRAINING RTO Language, Literacy & Numeracy Indicator Tool: Mapping Matrix** | |
| **Core Skill** | **Question** |
| **Learning** | Q7, Q8, Q9 |
| **Reading** | Q10, Q11, Q12 |
| **Writing** | Q1, Q2, Q3 |
| **Oral Communication** | Q13 |
| **Numeracy** | Q4, Q5, Q6 |