

Language, Literacy, Numeracy and Digital Skills Tasks (LLND)

Name

Date

Occupation

Tick the course you are enrolled in:

☐ First Aid

☐ CPR

☐ Barista

☐ Computers

☐ White Card

☐ Forklift

☐ HSR

☐ RSA

☐ RCG

☐ Food Hygiene

☐ Food Safety Supervisor

INSTRUCTIONS

This task helps WRCC find out more about your skills in reading, writing, digital skills and maths. These skills are a basic requirement for you to be able to complete your course.

- If you are an employer enrolling staff, ensure each person completes this form on their own and signs the declaration.
- Return the completed task via email or drop it in to one of our College offices:

Email	Drop off	
Save the completed digital form or scan the printed form and email to: enrolments@wrcc.nsw.edu.au	WRCC Griffith Office 23 Hickey Crescent Griffith Tel: 6964 5334	or WRCC Leeton Office 3 Wade Avenue Leeton Tel: 6953 3777

After WRCC reviews this task, our Student Support Officer will contact you if further action is required prior to the commencement of your course.

PRE-COURSE QUESTIONS

Please answer the following and place a tick in the YES or NO boxes:

➤ Is English your second language?

☐ YES ☐ NO

➤ Do you require an interpreter to read, write and understand the English language?

☐ YES ☐ NO

PLEASE COMPLETE TIME STARTED:

AM / PM

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PART A: Self-Assessment

1. Tell us about your skills.

Please tick which box is suitable for you.

I can ...	YES I can do this by myself	NO I need help to do this	SOMETIMES I can do this by myself
Understand signs	☐	☐	☐
Fill in a time sheet	☐	☐	☐
Count and check change when shopping	☐	☐	☐
Use a calculator for + – x ÷	☐	☐	☐
Add up the prices of things in my head	☐	☐	☐
Follow instructions for a task	☐	☐	☐
Write notes or letters	☐	☐	☐
Speak at meetings or in a group	☐	☐	☐
Send a text message	☐	☐	☐
Use the internet to get information	☐	☐	☐
Complete workplace forms	☐	☐	☐
Read a work roster	☐	☐	☐
Read a newspaper or magazine	☐	☐	☐
Use an equipment manual	☐	☐	☐
Read a Google map or street directory	☐	☐	☐
Read and understand letters or bills	☐	☐	☐

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PART B: Digital Literacy Questions

1. Tell us about your skills. Please tick which box is suitable for you.

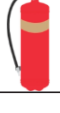
Using a Computer Smartphone or Device		YES	NO
Can you use a smartphone or computer for the tasks you need to complete, e.g. online learning?		☐	☐
Do you have internet access at home?		☐	☐
Can you find and delete apps on your smartphone / device?		☐	☐
Can you connect your smartphone to a Wi-Fi network?		☐	☐
Do you know your passwords to your accounts?		☐	☐
Email		YES	NO
Do you have a personal email account?		☐	☐
Can you access your email account if you are logged out?		☐	☐
Can you send and receive emails?		☐	☐
Can you attach a file (e.g. document, image) to an email before sending it?		☐	☐
Saving Attachments		YES	NO
Do you know how to download and save an attachment from an email to your device?		☐	☐
Can you find the saved attachment on your device after downloading it?		☐	☐
Government Services	MyGovID	Service NSW	Medicare App
Can you log into the following Apps on your phone? (tick which ones):	☐	☐	☐
Accessing Digital Licences / Competency Cards		YES	NO
Can you find digital licences or competency cards on your smartphone?		☐	☐

If you have any concerns, need help with any item or wish to better understand digital skills, please discuss your concerns with one of our college staff members at enrolment.

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PART C: Reading

1. Read the information in the table and answer the questions.

Class & Type of Fire							
Type of Extinguisher	Colours	Wood, Paper, Plastic	Flammable & Combustible Liquids	Flammable Gases	Combustible Metals	Electrically Energised Equipment	Cooking Oils and Fats
Water		✓	✗	✗	✗	✗	✗
Carbon Dioxide (CO2)		LIMITED	LIMITED	✗	✗	✓	✗
Dry Chemical Powder (ABE/BE)		✓ AB(E)	✓	✓	✗	✓	✗ AB(E)
		✗ B(E)					✓ B(E)
Foam		✓	✓	✗	✗	✗	LIMITED
Wet Chemical		✓	✗	✗	✗	✗	✓

This information comes from Australian standards AS2444 & AS3745.

a) Which extinguisher can **ONLY** be used on Wood, Paper, Plastic?

b) Name **ONE** extinguisher that **CANNOT** be used on Cooking Oils and Fats.

c) Name **ONE** type of fire that a Wet Chemical Extinguisher **CAN** be used on.

d) Which extinguisher **CAN** be used on Flammable Gases?

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PART D: Reading

2. Use this words from the box below to fill in the blanks:

body	supervisor	hard	injury
job	hazards	lift	safe

TIPS FOR WORK SAFETY

- a) Staying healthy and _____ at work is important to reduce your risks of injury or illness.
- b) Once you know the possible dangers of your _____ , you can take steps to keep yourself well at work.
- c) Staying fresh and alert will help you avoid _____ .
- d) Instead of trying to _____ or carry a heavy object, use a wheelbarrow, trolley or forklift, or ask a workmate for help.
- e) If you do need to pick up and carry heavy loads, keep the load close to your _____ and lift with your thigh muscles.
- f) Protective equipment such as earplugs, earmuffs, _____ hats, safety goggles, gloves or a full-face mask can reduce your risk of injury.
- g) Your employer or _____ need to be informed about _____ and risks.

PART E: Writing

1. Write in your own words what these signs mean.

a)



b)



c)



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PART F: Writing

1. Write at least TWO SENTENCES for each question.

a) What are some of the things you do in your job?

If you are not working, what are some things you do in your free time?

b) What are some things you have to do to keep yourself and others safe at work or at home?

c) What is the reason you are doing this course?

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PART G: Numeracy

1. Complete the following:

a) Add these numbers:

$$\begin{array}{r} 35 \\ + 27 \\ \hline \end{array}$$

$$\begin{array}{r} 120 \\ + 14 \\ \hline \end{array}$$

b) Multiply these
numbers:

$$\begin{array}{r} 10 \\ \times 20 \\ \hline \end{array}$$

$$\begin{array}{r} 15 \\ \times 20 \\ \hline \end{array}$$

Did you use a calculator? Please tick: ☐ YES ☐ NO

2. There is a pallet at your work that is stacked with cartons and it needs to be moved.
Before you move it, you must find the TOTAL WEIGHT of the load.

Use the information below to work this out. Please show all your working out.

- One (1) carton = 25 kg
- Four (4) cartons per layer
- Six (6) layers
- Pallet = 35 kg

What is the total weight? _____

Did you use a calculator? Please tick: ☐ YES ☐ NO

PLEASE COMPLETE TIME FINISHED:

AM / PM

DECLARATION

I DECLARE THAT THIS IS MY OWN WORK. I have completed it honestly, to the best of my ability and without help (including the use of Artificial Intelligence (AI)). I understand that making a false declaration means I may be liable to lose any fees paid for my course and be required to recommence enrolment.

SIGNATURE _____ DATE _____

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WRCC OFFICE USE – ASSESSMENT OUTCOME

LLN ASSESSMENT OUTCOME	YES (✓) or NO (x)	
Did the participant self-identify areas of concern that may affect success in the chosen course?	☐	☐
Did the participant self-identify areas of concern in relation to digital literacy?	☐	☐
Did the participant have problems communicating or writing clearly, fluently and satisfactory for the level required for the workplace?	☐	☐
Did the participant have trouble understanding some of the questions being asked?	☐	☐
Would the participant have difficulty in meeting the requirements of the theory and practical assessment?	☐	☐
☐ No support required for this enrolment, and Participant has been enrolled ☐ Requires LLN support and/or reasonable adjustments		
Appointment made with: SSO ☐ N/A ☐ What type of support was identified and what adjustments are required to enable participation in the training? E.g. Verbal assessment, Tutorial support from SSO, SSO reader or writer support, Modified assessment tool, etc. Can the identified support and adjustments be managed in class by the Trainer? And has the Trainer been advised of the outcome and the adjustments? ☐ YES ☐ NO Explain why? ☐ N/A Participant advised of the outcome and the adjustments that can / cannot be applied: ☐ YES ☐ NO ☐ N/A Participant has been flagged for enrolment in other courses, e.g. Forklift: ☐ YES ☐ NO ☐ N/A Notes have been recorded against student record in aXcelerate: ☐ YES ☐ NO ☐ N/A WRCC Staff Member: _____ Date: _____ WRCC Staff Signature: _____		

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AUSTRALIAN SKILLS CORE FRAMEWORK GUIDELINES FOR DETERMINING LLN LEVEL

The following Australian Skills Core Framework (ASCF) levels detailed below indicate the required level of reading, writing, oral communication and numeracy for entry into our foundation courses. When undertaking the LL&N assessment these indicators should be referred to as benchmarks/indicators for achievement. When these levels/indicators are demonstrated, LL&N support would not be required.

	Reading – 2	Reading – 3	Oral Communication – 3	Numeracy – 2
ASCF LEVEL	* Identifies and interprets relevant information and ideas from texts and familiar topics. * Uses a number of reading strategies to identify and interpret relevant information within familiar text types.	* Communicates relationships between ideas and information in a style appropriate to audience and purpose. * Selects vocabulary, grammatical structures and conventions appropriate to the text.	* Selects and uses appropriate strategies to establish and spoken communication in familiar and some unfamiliar contexts. * Derives meaning from a range of oral texts in familiar and some unfamiliar contexts.	* Identifies and comprehends relevant mathematical information in familiar activities or texts. * Selects and uses appropriate familiar mathematical problem-solving strategies to solve problems in familiar contexts.
	Writing – 2	Writing – 3	Digital	
	* Conveys intended meaning on familiar topics for a limited range of purposes and audiences. * Produces familiar text types using simple vocabulary, grammatical structures and conventions.	* Communicates relationships between ideas and information in a style appropriate to audience and purpose. * Selects vocabulary, grammatical structures and conventions appropriate to the text.	* Turn a computer, tablet, or phone on and off. * Use a mouse, keyboard, or touchscreen. * Open, close, and move between programs or apps. * Save, open, and find files. * Fill in digital forms. * Open a web browser (Chrome, Edge, Safari). * Enter a web address or use a search engine. * Find basic information online. * Log in to an online learning system. * Fill in digital forms.	