

Language, literacy and numeracy written and digital assessment

Adept Training makes every effort to enable students to participate in our courses. To do this we must ensure that our students have the necessary understanding and skills to successfully participate in the course. The LLN levels in this assessment are at the levels (for Cert III and Cert IV) that would reasonably be expected in the workplace. If you are completing this assessment by yourself at home, please ensure that you do your own work. No responsibility will be taken if you have someone else complete this assessment and cannot complete your course due to your lack of language, literacy, numeracy or digital skills.

If you are unable to complete this assessment satisfactorily, or you get more than one answer wrong in each section, we may recommend that you undertake further training before you commence your course.

There is no cost associated with this assessment as it is used to provide you with information on your suitability to enrol. It also determines if additional student support is required and that support is able to be provided by Adept Training.

Certificate III qualification – complete questions 1 - 26 and the digital literacy assessment

Certificate IV qualification – complete ALL sections – questions 1 - 30 and the digital literacy assessment

I declare that this is my own work and I have not had any assistance to complete this assessment. I understand that if I do not complete this assessment satisfactorily Adept Training may recommend that I undertake further training in English before enrolling. If I do not undertake the recommended English training before enrolling I will not hold Adept Training responsible if I fail to successfully complete my course and I am not entitled to a refund of fees.

FIRST NAME

LAST NAME

PHONE NUMBER/S

EMAIL

SIGNATURE

DATE

COURSE NAME

COURSE CODE

COURSE LOCATION AND START DATE

OFFICE USE:		SATISFACTORY	UNSATISFACTORY
has demonstrated the LLN to enable them to undertake the qualification listed above	<input type="checkbox"/>	may require some additional support with LLN but we are able support the learner with this and we will develop a support plan to enable them to complete their qualification with every opportunity for success.	<input type="checkbox"/>
SATISFACTORY FOR CERT III		Written <input type="checkbox"/> Verbal <input type="checkbox"/>	SATISFACTORY FOR CERT IV
Suitable for enrolment <input type="checkbox"/>		Refer for LLN assistance <input type="checkbox"/>	Outcome communicated to student <input type="checkbox"/>
ASSESSOR NAME		ASSESSOR SIG	DATE

CERTIFICATE III AND CERTIFICATE IV - Written and numeracy assessment

CASE STUDY 1

Read the Case Study and answer the questions or choose the most appropriate answer.

Adept Training is a health care training organisation. To undertake a course with Adept Training it is important that students can communicate with each other and with staff. You are going to be trained to be a health care worker (HCW), you need to be able to work efficiently, safely and ethically with many different people. You must be able to write basic information and documentation for your client's needs. You must be able to read information about how to care for your client and you must be able to talk to other HCW's.

Pathology is about collecting blood and other bodily fluid samples for testing. Nursing is about caring for older people and assisting them with their activities of daily living (ADL's). Medical Administration is about booking people in for consultation with a Doctor and processing accounts. All our courses require you to have access to the internet, use a computer and complete some written, verbal and demonstrative assessments. If you cannot satisfactorily complete parts of your assessment you may not be competent for the task and you may not receive your certification.

1. **Adept Training trains people for which industry:**

- A) ☐ Construction
- B) ☐ Customer service
- C) ☐ Health care

2. **What is a HCW?**

3. **If you are going to become a HCW it is important that you can:**

- A) ☐ Work efficiently
- B) ☐ Work safely
- C) ☐ Work ethically
- D) ☐ All the above

4. **You must be able to write basic information and _____ for your client's needs.**

5. **The pathology course is about:**

- A) ☐ Learning to inject people
- B) ☐ Collecting blood and other bodily fluid samples
- C) ☐ Caring for older people in the community

6. **The nursing course is about**

- A) ☐ Assisting older people with their ADL's
- B) ☐ Booking Doctor consultations
- C) ☐ Taking blood samples

7. **Medical administration is about:**

- A) ☐ Booking clients in for a Doctor appointment
- B) ☐ Processing accounts
- C) ☐ All the above

8. During your course you will be required to:

- A) ☐ Complete projects at home using the internet
- B) ☐ Communicate verbally and through written tasks
- C) ☐ Both A and B

CASE STUDY 2

Read the Case Study and answer the questions, you must choose only ONE answer.

Helen Coe was admitted to hospital early one Friday morning after she had fallen in her flat the night before. She couldn't get to the telephone, so she waited until her daughter found her when she visited the next day and then took her to the hospital by car.

Mrs. Coe was admitted to emergency complaining of dizziness and pain in her right hip. She had a large bruise on her upper right arm and appeared weak and anxious.

The Doctor asked her if she was taking any medications and she replied, "Only Warfarin once a day". This medication is a blood thinner and may cause excessive bleeding if not checked regularly. The Doctor said he would call pathology and they would do a blood test for Mrs. Coe shortly to check her Warfarin levels.

9. When was Mrs. Coe admitted to hospital?

- A) ☐ 8am on Friday
- B) ☐ Early in the evening
- C) ☐ Early in the morning

10. How did Mrs. Coe get to the hospital?

- A) ☐ She called the ambulance when she fell
- B) ☐ Her daughter put her in the car
- C) ☐ An ambulance picked her up

11. Which department was she admitted to?

- A) ☐ The old people's department
- B) ☐ The Emergency department
- C) ☐ The orthopaedic department

12. What medication is Mrs. Coe taking?

- A) ☐ Augmentin Forte
- B) ☐ Warfarin
- C) ☐ Aspirin

13. What does this medication do for Mrs. Coe?

- A) ☐ It helps her sleep
- B) ☐ It helps her heart pump blood regularly
- C) ☐ It thins her blood

14. Why does the Doctor want to call pathology?

- A) ☐ So, they can do her blood pressure
- B) ☐ So, they can check her Warfarin level
- C) ☐ So, they can give her an injection for pain

15. What was Mrs. Coe complaining of when she was admitted to the hospital?

- A) ☐ Pain in her head
- B) ☐ Temporary paralysis
- C) ☐ Pain in her right hip

16. What part of the body do you think Mrs. Coe has injured?

- A) ☐ She has probably injured her hip
- B) ☐ She has probably injured her bones
- C) ☐ She has probably had a heart attack

NUMERACY

You have 20 minutes to complete the following ten numerical questions – you may use a calculator

The following three questions relate to this case study: Jenny completed school at the age of seventeen and wanted a job that would allow her to work all around the world. She is now nineteen years of age and is considering a career in the hospitality industry. Jenny loves to cook meals at home for friends and family and is looking at gaining the appropriate training to ensure she can obtain chef qualifications. Jenny wants to attend a 1-year course to become a qualified chef.

17. How old is Jenny now?

18. How old was Jenny when she left school?

19. How old will Jenny be if she completes the course to be a qualified chef (if she starts now)?

20. I sold 3 coffees for \$2.50 each, how much change do I give the customer from the following

Amount given by customer	Change
\$10.00	
\$50.00	

21. If there is \$156.00 in the petty cash tin, how much do I need to withdraw from the bank to make \$200 in the tin?

- A) ☐ \$55.00
- B) ☐ \$47.00
- C) ☐ \$44.00

22. Your rate of pay is \$20/hour – this week you have worked the following hours;

- Monday 1pm – 4pm
- Tuesday 9am – 2pm
- Wednesday (day off)
- Thursday 10am – 5pm
- Friday 9am – 4pm

How much will you receive in your pay for the week?

- A) ☐ \$180
B) ☐ \$440
C) ☐ \$175

23. If 1kg of cheese is \$80 per kg – how much will 500grams of cheese cost?

24. You have started work at 9.15am and your manager tells you that you need to take your break in 3 hours' time; what time will you start your break?

- A) ☐ 10.15am
B) ☐ 12.15pm
C) ☐ 3.30pm

25. You are out at a restaurant with 4 of your friends and the total bill comes to \$250, how much does each person need to pay if you split the bill equally?

- A) ☐ \$50.00
B) ☐ \$75.00
C) ☐ \$45.00

26. You need to make up a bucket of cleaning solution at work. The bucket holds 5L of water and is half full, you add 600ML of cleaning solution – how much liquid is now in the bucket?

- A) ☐ 2500ML
B) ☐ 3400ML
C) ☐ 3100ML

END OF CERTIFICATE III WRITTEN ASSESSMENT

CERTIFICATE III AND CERTIFICATE IV - Digital literacy assessment

Click on the following link to complete the digital literacy assessment:

https://app.niftylms.com/sign_up?cpid=440b3e228a

When completed please download and email your certificate to admin@adepttraining.com.au

CERTIFICATE IV

27. Looking at the following short sentences, choose the word that best represents the underlined word

Julie is often accused of being too tidy CHARGED ☐ USED ☐ INCRIMINATED ☐

Her job was too tedious UNHAPPY ☐ BORING ☐ TIME CONSUMING ☐

Adam felt he was being interrogated TRAPPED ☐ PRAISED ☐ QUESTIONED ☐

28. In the space below, write a brief paragraph about what SKILLS or knowledge you expect to gain from doing the Cert IV qualification (minimum 60 words)

29. Write briefly about ONE of the following (minimum 40 words);

- what weather you prefer and how you choose to enjoy this weather

OR

- a person in your life that has influenced you in some way

30. Adelaide bakes cakes and sells them to her local supermarket for \$50 each. The ingredients she uses cost 25% of what she charges for the cake.

- a) How much do the ingredients cost for each cake?

- b) How much does Adelaide make on each cake?

- c) If Adelaide makes 6 cakes and sells them, how much will she charge the supermarket?

- d) The ingredients are on special and are 10% below normal price, so how much will Adelaide need to pay for her ingredients for one cake?
