



2020 PRE-TRAINING COMPETENCY (LLN) DOCUMENT

Respond to the tasks in a handwritten format –using either a black/blue pen.

Your Enrolment Form cannot be processed until this document has been received.

Please read the following instructions carefully

Student's name:

Student's ID: (Triscott use) Venue:

Assessor's name: Mary-Anne Hartland

The tasks included here are to ensure that our learners have an adequate level of literacy and numeracy competence to undertake this training – leading to a Certificate III in Education Support.

Triscott is required to ensure that our Training and Assessment meets the needs of all learners.

Your completion of the following tasks will enable Triscott to:

- further assess your needs as a student
- assess whether we will be required to assist you with additional and/or alternative learning opportunities

It is expected that you will require a maximum of 45 minutes to complete these tasks. Please feel free to write on the paper, e.g. when calculating answers. The notes that you make may assist us with our assessment.

Please attempt every question and write clearly. There are no marks for these tasks; they have been set to provide Triscott with an indication of both individual and group literacy and numeracy skills.

CALCULATORS ARE NOT PERMITTED

Question 1 Select the word or phrase that correctly completes the sentence

The nurse left the patient's records ... the hospital.

1: a) by b) on c) into d) unto e) at

Question 2 Which sentence is correctly completed by the underlined word? angel

- a) The day of Mary's accident, a guardian ... was protecting her
- b) You have to hold your pen at the right ...
- c) The fishermen ... everyday for a living
- d) A hook for fishing is called an ...
- e) The nurse felt very ... at the doctor

2: a) b) c) d) e)

Question 3 Select the underlined word that is spelt incorrectly

The person desided to put all her clothes in the bottom drawer of the cupboard next to the window.

- a) desided
- b) clothes
- c) drawer
- d) cupboard
- e) window

3:

a)	b)	c)	d)	e)
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Question 4 Which word has the same meaning as the underlined word?

The person is seriously ill.

- a) amicably
- b) difficulty
- c) fatality
- d) gravely
- e) negligently

4:

a)	b)	c)	d)	e)
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Question 5 Which underlined sound is the same as the underlined sound in the following word?

shone

- a) goose
- b) pond
- c) owl
- d) tour
- e) phone

5:

a)	b)	c)	d)	e)
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Read the following article - published in a local newspaper - and then answer questions 6-10.

Restaurant in damage control

The newly established restaurant in a popular shopping strip is facing enormous problems. No less than five patrons developed food poisoning within a week of its doors being opened to the public. The local health inspector is investigating after receiving complaints from family and friends of the victims.

The restaurant management is in damage control mode and is pointing fingers at suppliers for delivering unsatisfactory food. A reliable source pointed to poor procedures relating to maintaining food hygiene. The restaurant will be shut until the investigation is completed. An investigation by the local council is yet to be completed.

Tim Nash

Question 6 How many patrons were infected in the first week?

- a) less than five
- b) approximately five
- c) more than five
- d) no less than five
- e) exactly five
- f) an enormous number

6:

a)	b)	c)	d)	e)
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Question 7: Who is investigating?

- a) family and friends
- b) concerned patrons
- c) restaurant management
- d) the Health department
- e) the local health inspector

7:

a)	b)	c)	d)	e)
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Question 8: The source who mentioned a possible reason is ...

- a) undependable
- b) satisfied
- c) reliable
- d) trustworthy
- e) dishonest

8:

a)	b)	c)	d)	e)
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Question 9: “The restaurant will be shut down until ...

- a) the management opens the doors.”
- b) the investigation is completed.”
- c) it is sterile.”
- d) the patrons are well.”
- e) it is convenient.”

9:

a)	b)	c)	d)	e)
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Question 10: Which of the following options completes the sentence to make a true statement?
The food that suppliers delivered is unsatisfactory because it is ...

- a) hazardous
- b) concerning
- c) decreasing
- d) healthy
- e) hygienic

10:

a)	b)	c)	d)	e)
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Question 11: What units would be best to use to measure the weight (mass) of an egg:

11:

a) kilograms	b) millilitres	c) centimetres	d) grams	e) milligrams
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Question 12: Which of the following numbers is between 0.01 and 0.027?

12:

a) 0.11	b) 0.011	c) 0.0011	d) 0.00011	e) 0.000011
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Question 13 There are 300 calories in 100g of a certain food.
How many calories are there in a 30g portion of this food?

- 13:

a) 90	b) 100	c) 900	d) 1000	e) 9000
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Question 14 $-2 \times 4 =$

- 14:

a) 0	b) 2	c) -8	d) 16	e) -16
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Question 15 The simplest form of $\frac{23}{6}$ is

- 15:

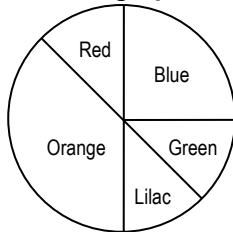
a) $2\frac{1}{2}$	b) $2\frac{1}{4}$	c) $2\frac{1}{10}$	d) $3\frac{1}{3}$	e) $3\frac{5}{6}$
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Question 16 What is 30% of 100?

- 16:

a) 10	b) 30	c) 33	d) 40	e) 270
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Question 17 From the graph below, which segment represents 25%?



- 17:

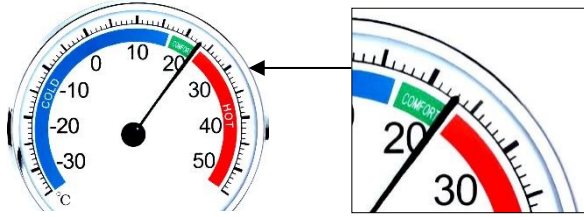
a) red	b) lilac	c) green	d) orange	e) blue
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Question 18 A flavoured cordial drink is in the ratio 1:4. How many millilitres of water will a 200ml drink contain?

- 18:

a) 100	b) 125	c) 150	d) 160	e) 175
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Question 19 The temperature reading on the thermometer – accurate to the nearest degree in Celsius degrees – is:



- 19:

a) 20	b) 21	c) 22	d) 23	e) 24
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Question 20 A patient had a pulse rate of 98, 96, 97 and 93 on four occasions. The patient's average (mean) pulse rate was:

- 20:

a) 94	b) 95	c) 96	d) 97	e) 98
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Question 21 Correct any spelling errors that appear in the following words. Write your answers in the space provided.

Note that some words may be correct – also write in the correct words.

housing		adress	
Thursday		atainment	
fourty		recieve	
Febrary		enrolment	
maintainance		necessary	

Question 22 Punctuate the following sentences:

- 22:
 - a) Everyones dinner was ruined when the power failed during the storm
 - b) Ill meet you at kate and Tims house
 - c) jane is a bright happy woman
 - d) Will you pick me up at the station please
 - e) when the balloon burst there was a loud bang

Question 23 Correct any errors in the following sentences. Some sentences may be correct.

- 23:
- a) Me and my brother went to the soccer on Sunday.
 - b) I'll pick yous up after work.
 - c) It was a site for sore eyes.
 - d) I dunno if I can make it to the party next week.
 - e) Is David and Michael coming into the city tomorrow?

Question 24 In the following sentences circle the correct word in the bracket

- 24:
- a) Would you like to join John and (me / I) for lunch tomorrow?
 - b) (Who's / Whose) notes are these on the table?
 - c) Rod and (me / I) are working on a new project at the moment.
 - d) To (who / whom) is the letter addressed?
 - e) The team (is / are) very pleased with the new coach.

Question 25 Calculate the following mathematic equations. Write your answer in the spaces provided.

25:

Mathematical equation	Answers	Calculations
a) add 21 and 15	=	
b) add \$4.99 and \$13.80	=	
c) subtract \$19.43 from \$83.00	=	
d) subtract 124 from 650	=	
e) multiply 13 by 3	=	
f) multiply \$1.16 by 9	=	
g) divide 102 by 8	=	
h) divide \$50.20 by 6	=	
i) What is 10% of \$17.30?	=	
j) What is 15% of 800?	=	

Question 26 Hypothetical Scenario:

You are applying to DEF Training Services for enrolment in their highly sought Certificate III in Education Support training program.

1. In your letter - you need to clarify with the enrolment team at DEF Training Services that this qualification is your preferred choice of training and why.
2. You also have an opportunity to demonstrate – as an education support worker – how you could provide classroom support to students, teachers and other stakeholders in a school setting?
3. In brief points, you might consider any of the following skills that might be applicable to you:
 - patience, easy to communicate with
 - mature and sensible
 - able to negotiate with others
 - able to accept direction and supervision from others
 - able to co-ordinate and complete both complex and routine duties
 - helpful to others
 - motivated, able to motivate others
 - able to work as an additional adult when supporting students
 - prepared to offer additional supervision of students

The skills might be skills that you have already developed from your life experiences OR they may be skills that you would be prepared to develop from the program's in-class and/or workplace experiences.

Task 26:

1. **Write a short (hand-written) letter to:**
DEF Training Services,
PO Box 1246
Whereisit, VIC 3333.

2. **In your letter:**

Inform the management team at DEF Training Services why it would be beneficial for you to work towards and ultimately gain the CHC30213 Certificate III in Education Support qualification.

Outline the qualities and experiences that you would bring to the position.

(page 8 contains lined paper for you to hand-write your letter on)

