Certificate II and III - Pre-Training Review and Language, Literacy and Numeracy Assessment

Learner details			
Legal surname		**Given names**	

PART 1
PRE-TRAINING REVIEW

Learner Information – Please read carefully

What is a Pre-Training Review?

A Pre-Training review ensures that the Training and Assessment Strategy and Training Plan delivered by your training provider are designed to meet your individual needs, and to determine the most suitable and appropriate training for you.

The information you provide will enable your training provider to understand your training needs, your current competencies that relate to the qualification, opportunity for Recognition of Prior Learning (RPL) and Credit Transfer (CT) and to ensure that your current Language, Literacy and Numeracy skills are at the level required of your chosen qualification. Where we assess your responses as needing assistance to complete the qualification we can develop and or implement strategies to assist you while you complete the qualification.

Completing a Pre-Training Review ensures that your training provider:

- Understands your reasons for undertaking this qualification.
- Explores your current competencies and provides opportunities for these to be assessed through Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or and Credit Transfer (CT).
- Determines your eligibility for Government Subsided training and fee concessions.
- Ascertains the most suitable qualification(s) for you to enrol in based on your current educational attainment, capabilities including language, literacy and numeracy, aspirations and interests.
- Determines your training and assessment needs.

Your training provider will use this Pre-Training Review to provide you with the support you require in areas such as language, literacy, learning and assessment, while ensuring you will get the maximum outcomes and benefits from the qualification you are enrolling in, according to your learning objectives, career aspirations and skill level.

Refer to the qualification information, eligibility requirements and qualification fees associated for the qualification you are intending to undertake and review this in light of your expectations and your previous experience. This information can be provided by the person who is conducting this assessment.

SECTION 1 – Learner expectations and experience

Question 1 – What are your expectations in completing this qualification?
In a using full sentences, **describe in full** what you hope to **gain** from completing this qualification and your **reasons for choosing** to complete this qualification.

_____

_____

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Question 2 – Do you have any relevant work experience which is relevant to this qualification?

Please tick the relevant box and complete the table below in relation to you current or past work experience, providing specific details on your duties and tasks.

- ☐ I have never been employed (move to question 3)
- ☐ I have previous work experience (complete below table)

Dates	Position & Company	Duties	Hours per week

Question 3 – What are your expected employment opportunities upon completion of this qualification?

List below the **employment opportunities** which you hope to **gain** from completing this qualification.

_____

_____

_____

_____

Question 4 – Do you have any previous qualifications in the same or a similar industry or have you undertaken any training which is relevant to this qualification?

Please tick the relevant box and complete the table below in relation to any previous qualifications you hold or any relevant training which you have completed.

- ☐ I have not completed any previous qualifications or relevant training (move to question 5)
- ☐ I have completed previous qualifications or relevant training (complete below table)

Year of completion	Qualification / Training Course	Training provider & state completed

Question 5 – Do you consider yourself to have any specific learning needs or difficulties?

Please tick the relevant box and complete the table below in relation to any specific learning needs or difficulties which you may have.

☐   I do not consider myself to have any specific learning needs or difficulties (move to question 6)

☐   I do have specific learning needs or difficulties (complete below table)

Learning need or difficulty	Assistance required

Question 6 – Do you have any medical conditions which may affect your participation in training?

This qualification includes practical activities and assessments which require a moderate degree of physical exertion. Where necessary, reasonable adjustment can be made to accommodate any illnesses, injuries or disabilities which may affect your ability to participate fully in practical activities. Where reasonable adjustment is applied, assessments are still required to collect evidence or performance to the same standard as all other learners to confirm that learners have the necessary skills and knowledge to perform job roles effectively.

Please not that if you have any medical conditions which may pose a risk to your health and safety throughout the duration of the qualification, you will be required to provide a doctor certificate or other form of medical clearance prior to commencement of the qualification.

Please note that the granting of a security licence may be affected by certain medical conditions. If in doubt you are advised to contact Victoria Police Licensing and Regulation Division to seek clarification.

Please tick the relevant box and complete the table below in relation to any medical or physical needs.

☐ I do not have any medical conditions which may affect my participation in training (move to question 5)

☐ I do have medical conditions which may affect my participation in training (complete below table)

Medical Condition	Assistance or adjustments required

SECTION 2 – Self reflection

Complete the following table by ticking the relevant box based on your own skills, knowledge and experience:

I can …	Yes	Sometimes	No
understand signs			
fill in a time sheet			
count and check change when shopping			
Send a text message			
use the internet to get information like telephone numbers			
fill in a leave form			
read a staff memo			
use a computer to email			
use a calculator for + − x ÷			
read a newspaper			
read a work roster			
follow instructions for mixing a solution or to follow a recipe			
read a Google map or street directory			
read and understand an MSDS			
use an equipment manual			
complete a log book			
write an incident report			

PART 2

Language, Literacy and Numeracy Assessment

Scope of the assessment

This assessment has been developed by an educational specialist to meet the Australian Core Skills Framework (ACSF)

Level 2 - *basic, foundation English Language Skills* which was deemed appropriate after analysis of the individual course requirements Level 2 - Keywords: common or usual or known E.g. can have a conversation about home and work with teammates

Level 3 – *advanced, extended English Language Skills* which was deemed appropriate after analysis of the individual course requirements Level 3 – keywords: interpret or extended or range E.g. can speak with the team and will explain a job then explain to the client or owner who the job will be completed

Purpose of the assessment

This Language, Literacy and Numeracy assessment is conducted to assess your capabilities in the mentioned areas. We always attempt to deliver the highest standards of service. To achieve this, we need to understand your current levels of Language, literacy, and Numeracy so that we can ensure that the course is suitable for you to enter and also so we can understand what support services may be required during your study if you do begin your desired course.

How we assess LLN

Within this assessment, we will be assessing several areas;
- Reading
- Writing
- Oral communication (Speaking and understanding/listening)
- Numeracy (Calculations and measurements)

If you need any help through this assessment, please ask our friendly staff.

Prospective Student to Answer				
How do you rate your Language Literacy and Numeracy skills? (*Please Tick*)				
Communication	☐ Poor	☐ Average	☐ Good	☐ Excellent
Reading	☐ Poor	☐ Average	☐ Good	☐ Excellent
Writing	☐ Poor	☐ Average	☐ Good	☐ Excellent
Numeracy	☐ Poor	☐ Average	☐ Good	☐ Excellent

Section 1 – Language

Assessor to verbally question		No. of times question was asked before appropriate answer given Please circle as appropriate	Answer to question showed sufficient levels of Language skills
1. Language	**Is English your …?** ○ 1st language ○ 2nd Language ○ 3rd Language	**First attempt** **Second attempt** **Still not reached after second attempt**	**YES** **NO**
Additional comments if greater than first attempt was required:			
2. Education	**What is your highest level of schooling?** ○ Primary school ○ High school ○ University	**First attempt** **Second attempt** **Still not reached after second attempt**	**YES** **NO**
Additional comments if greater than first attempt was required:			
3. Schooling	**What year did you complete schooling?** *(Assessor to write answer below)*	**First attempt** **Second attempt** **Still not reached after second attempt**	**YES** **NO**
Additional comments if greater than first attempt was required:			
4. Certification	**Why do you want to complete this qualification?** ○ To get a job ○ To make money ○ To create a pathway to further learning ○ None of the above	**First attempt** **Second attempt** **Still not reached after second attempt**	**YES** **NO**
Additional comments if greater than first attempt was required:			
5. Travel	**How did you travel here today?** *(Assessor to write answer below)*	**First attempt** **Second attempt** **Still not reached after second attempt**	**YES** **NO**
Additional comments if greater than first attempt was required:			
		Section 1 - Language TOTAL SCORE	**/5**

Section 2 – Literacy
(Candidate to complete by themselves)

1. What does the word "Positive" mean?

- ☐ Negative
- ☐ Reasonably possible
- ☐ Displaying certainty, acceptance or affirmation

2. What does "highly flammable" mean?

- ☐ Walk with care
- ☐ Poisonous
- ☐ Able to catch fire quickly

3. Do you think that education is important?

☐ **Yes**   ☐ **No**

4. In a minimum of 30 words: Explain your answer from Question 3 (above)

5. What sign represents "No Smoking"? (*Circle the appropriate sign*)	[No Parking sign]	[Men and Women sign]	[No Smoking sign]
6. What sign represents "No Parking"? (*Circle the appropriate sign*)	[No Parking sign]	[Men and Women sign]	[No Smoking sign]
7. What sign represents "Men and Women"? (*Circle the appropriate sign*)	[Caution sign]	[Men and Women sign]	[No Smoking sign]

Please read the following text and answer the questions below

To whom it may concern,

I am writing to inform you, of a meeting to be held at 9.30am on the 31st August.

It is to discuss the following: "How to speak in public".

The meeting is to be held at the Ritz Hotel on Burke Street.

Liz Mitchel will be running the session, if you have any questions please forward them on to her at lizmitchel@speakinginpublic.com.

Kind regards,

Management

8. Where is the meeting to be held?

9. What is the meeting about?

10. When is the date of the meeting?

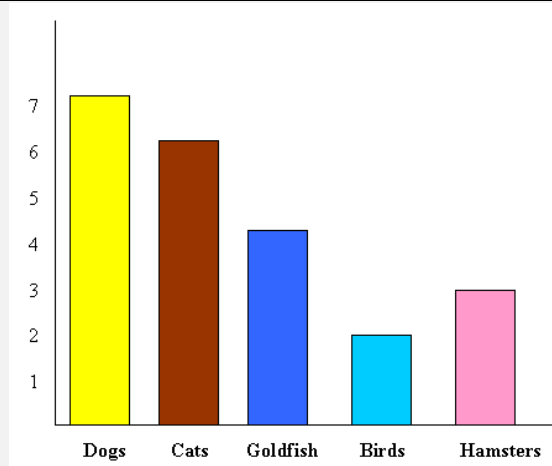

11. Who is running the meeting?

__Please read the following text and answer the questions below__

One day I was walking down the street and I came across three people having a discussion.

Because of their dress I decided that it must have been a business meeting.

I had thought to myself "How strange to have a meeting out on a street, they should be in a room or office".

12. How did the Author decide that the meeting was a business meeting?

13. How did the Author feel about the meeting being conducted on the street?

__Please read the Graph and answer the following questions__

Graph showing the number of items bought per year from the pet store.

14. Indicate which item has been bought the most.

15. Indicate which item has been least bought.

16. Indicate which item is in the middle.

Section 2 - Literacy TOTAL SCORE	/ 16

Section 3 - Numeracy
(*Candidate to complete by themselves*)

1. **Indicate ½ filled (with the bottle standing up)** **Please indicate by drawing on the bottle**	

2. **What weight is greater?**

- o   100kgs
- o   100mls
- o   100grams

3. **If Sarah is working on Saturday night (with no breaks) from 5pm - 10pm and then on Sunday day from 10am - 3pm.**
How many hours would she have worked over the weekend?

4. **If a customer's bill comes to $42.50 and they give you $50.00, how much change would you give back?**

Please read the following and compare pricing.

Drink prices:

- ➢ 250mls of Coke $3.50
- ➢ 500mls of Coke $6.00
- ➢ 1 litre of Coke $9.00
- ➢ 2 litre of Coke $15.00

Please answer the following questions

5. **Which price would give you the most value for money?**

6. **Why does it offer the best value for money?**

Section 3 - Numeracy TOTAL SCORE	/6

Section 4 – Capability in Digital Learning
(*Candidate to complete by themselves*)

1. Which button turns on a computer?

☐   ☐   ☐

2. What is <u>not</u> a tool used with a computer?

☐ Mouse   ☐ Pen   ☐ Keyboard   ☐ Screen

3. Name one (1) common internet search engine.

4. Where would deleted documents be found?

☐   ☐   ☐

5. Name three (3) computer programs and their function.

Name	Function

6. These functions are in Microsoft Word. Draw a line connecting the sign and its correct meaning.

BOLD TEXT

SAVE

OPEN

Section 3 - Numeracy TOTAL SCORE	**/6**

OFFICE USE ONLY - Australian Core Skills Framework (ACSF)

Where greater than 1 question per section is not answered to a satisfactory level, additional support for students will be required

Section 1 - Language (Oral Communication)	/5	*Does the student require additional support to successfully complete their intended training? (tick one box)*			
Section 2 - Literacy (Reading and Writing)	/16	**Yes**		**No**	
Section 3 - Numeracy (Numeracy)	/6	**If YES (complete form over page).**			
Section 4 – Digital Learning Capability	/6	**Other Comments:**			

Recommendations:

Suitability for enrolment (please tick appropriate box):

☐ **Requires external or specialist support**	☐ **Suitable for enrolment with some assistance or support**	☐ **Suitable for enrolment with no assistance or support**
• Graded as ACSF level 1 in more than two of the five core skill areas	• Graded as ACSF level 1 in no more than two of the five core skills areas • **OR** • Graded as lower than ACSF level 3 in Oral Communication	• Graded as ACSF level 3 in Oral Communication **AND** • Graded as ACSF level 2 or above in all other four skill areas

Pre-Training Review Evaluation – Enrolment Officer to Complete

No	Area	Yes	No
1	Based on the learner's chosen Qualification, the Authorised Delegate has determined as the outcome of this Pre-Training Review that this was the most suitable training option for the learner? This is based on the learner's existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills and have ascertained that the proposed learning strategies and materials are appropriate for that individual?		
2	Enrolment in this qualification is aligned with the learner's work or career plans and desired outcomes as gathered from the PTR?		
3	Has the learner shown appropriate Language, Literacy and Numeracy to undertake their chosen qualification successfully based on the assessment of the five ACSF areas?		
4	DoeS the learner require additional Language, Literacy or Numeracy support to undertake their chosen qualification successfully? If so has the *Individual Learner Support Plan* been developed and have the difficulties and associated support needs been recorded on the learner's training plan?		
5	Does the learner require other types of support strategies to undertake their chosen qualification successfully such medical, allergies or learning support? If so has the *Individual Learner Support Plan* been developed and have the difficulties and associated support needs been recorded on the learner's training plan?		
6	Did the learner advise or were any competencies previously acquired identified for RPL? If so has the appropriate RPL kit been provided?		
7	Did the learner advise or were any competencies previously acquired identified for CT? If so has the appropriate CT form been completed?		

1. The learner has been assessed as suitable for entry into the chosen qualification for the following reasons: (assessor to record justification below)

_____

_____

_____

_____

_____

2. The Training and Assessment Strategies and learning materials are suitable for the individual learner for the following reasons? (assessor to record justification below)

_____

_____

_____

_____

_____

_____

IS A PRE-COURSE MEETING REQUIRED YES / NO	
REQUIREMENT for a PRE-COURSE TRAINING (where applicable)	
Only to be completed where a pre-course meeting has been required due to the student requiring additional support to successfully complete their intended training?	
Pre-course Meeting Details	
Student Full Name:	
Appointment Time: **AM / PM**	**Appointment Date:**
Appointment made with:	
Proposed Support Action (*from pre-course meeting*):	
Internal (*refer to training support strategy guide*):	
Language (Oral Communication):	
Literacy (Reading and Writing):	
Numeracy (Numeracy):	
Additional Information:	

TRAINING SUPPORT STRATEGY GUIDE

1. This student requires the following support/s to assist with their participation in and attainment of the qualification: (tick appropriate boxes)

☐ **No**   ☐ **Yes** (*please specify*)

☐ Additional training / tutoring   ☐ Assistance with English language generally

☐ Writing support   ☐ Student at risk supervision

☐ Reading support   ☐ Mentor

☐ Numeracy support   ☐ Use of computer

☐ Training/assessment in another language*   ☐ Counselling

☐ (specify language):   ☐ Other (specify)

**Appendix A, Condition 15 reflects that all training and assessment for licensing activities must be conducted in English.*

2. This student requires the following adjustments to learning and assessment strategies and materials to assist with their participation in and attainment of the qualification: (*tick appropriate boxes***)**

☐ **No**   ☐ **Yes (Specify):**

☐ Delivery mode   ☐ Learning resources

☐ Duration of course   ☐ Assessment methods

☐ Work placement   ☐ Assessment resources

☐ Other (specify):

Detail how adjustments will be made and provided:

3. Other adjustments required for the leaner:

Authorised Delegate Declaration

As an Authorised Delegate:

- ○ *I will ensure that the student's special needs are reflected in the Training Plan (where applicable)*
- ○ *I declare that information regarding LLN support services has been provided to the student (where required and applicable)*

I declare that I have fairly assessed the enrolling learner against their current competencies and Language, Literacy and Numeracy levels as aligned to the Australian Core Skills Framework. I have discussed the course expectations and outcomes of the Pre-Training Review with the learner and I agree that the qualification chosen was the most suitable for the learner based on their educational attainment levels, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills. Furthermore, I agree that the proposed learning strategies and materials are appropriate for the learner. I have also provided feedback to the learner in the instance their enrolment was not accepted based on appropriateness of the qualification to meet their needs, or based on the assessed levels of Language, Literacy and Numeracy skills.

Authorised Delegate Name:				
Authorised Delegate Signature:		**Date:**		**Time:**

STUDENT DECLARATION

I declare that I have been fairly assessed against my current LLN levels and have discussed and where required organised a future meeting to develop support strategies as required to aid me in completing my desired course. I understand that these strategies may include external support and that entry into training courses may not be permitted until a sufficient LLN levels are shown.

Student Name:	
Student Signature:	**Date:**

STUDENT'S FEEDBACK

To be completed by prospective student after the LLN Assessment									
1 **Strongly Agree**	**2** **Agree**	**3** **Neutral**	**4** **Disagree**	**5** **Strongly Disagree**	**√ Tick**				
					1	**2**	**3**	**4**	**5**
The assessor explained the assessment process well									
The environment for assessment was acceptable									
The assessment was difficult									
The interview with the assessor was informative									
The feedback from the assessor was helpful									
I feel an assessment like this is necessary to enter the security industry									

Please provide comment on the assessment: