

Traineeship LLN Pre-questionnaire

The Royal Life Saving Society WA is committed to helping its trainees complete their qualifications. One way we do this is by assisting individual trainees who may have difficulties with language, literacy or numeracy. Language, literacy and numeracy (LLN) is reading, writing, listening, questioning, thinking and using numbers well enough to be able to complete a specific job role. These skills are needed to help you gain new skills, study and pass assessments.

Training resources for level 2 and 3 qualifications delivered through RLSSWA have LLN 'embedded' in them, assisting you to enhance your skills as you complete your qualification.

Every job in the recreation, sport and fitness industries needs these skills.

- Fill out forms, contracts and time sheets
- Write reports
- Read notices, instructions, timetables or job sheets
- Work on a computer
- Calibrate equipment

Your employer will receive general information about your LLN skills. This will help you get a picture of any general issues that need to be addressed around reading, writing, numeracy and so on in your work place.

By completing the questionnaire below you will provide RLSSWA with information to assist us in developing a training plan to suit your needs.

It is important to complete this questionnaire on your own with no assistance from anyone to make sure it provides a realistic view of your skills and knowledge.

This should take no longer than 30 minutes to complete. Document the time it took you to complete the exam

Date: _____ Time to complete questionnaire: _____

Students Name: _____

TASK 1: Read then complete the profile form (Level 1 & 2)

Learning Profile

Personal details:

Name: _____

Address: _____

Phone no: _____

Date of birth: _____

Gender: _____

Background: Aboriginal Torres Strait Islander Non-English Speaking background Aboriginal and Torres Strait Islander Other, please specify

Education Experience: _____

Vocational/Work

Experience: _____

Area of interest in learning e.g. swimming teaching, sport coach: _____

Task 2

Question 1

In a short response provide an explanation on the benefits of undertaking this course.

Question 2

Write a description of yourself (physical, personality, what clothes you are wearing, some information about your family or friends)

Task 3

Question 3

Geoff's study aspirations are outlined below. You are required to read the following and answer the questions.

Geoff completed school at the age of seventeen and wanted a job that would allow him to work in many countries. Geoff is now nineteen years of age and is considering a career in Sport and recreation industry. Geoff prides himself on being naturally friendly. He loves to play sport and is quite competitive in swimming and water polo. He is looking at gaining the appropriate training to ensure he can obtain qualifications to become an instructor. He wants to attend a 1 year course to become a qualified instructor.

How old is Geoff now? _____

How old was Geoff when he left school? _____

What is the duration of the course Geoff wants to attend? _____

Task 4

Question 5

It takes $2\frac{1}{2}$ hours to type a 7-page report. It takes $1\frac{1}{4}$ hours to photocopy the 11 copies of the report. How long did it take to complete the report? (circle appropriate box)

- a) 4 Hours
- b) 3 Hours and 45 minutes
- c) 2 Hours and 30 minutes

Question 6

If I sold 3 coffees for \$2.50 each, how much change do I give the customer from the following amounts? (circle appropriate box for each amount)

\$10.00:

- a) \$7.50
- b) \$6.50
- c) \$2.50

\$50.00

- a) \$47.50
- b) \$42.50
- c) \$35.00

Question 8

You are eating at a restaurant and the bill is \$150.00. You need to split the bill between 6 people. How much does each person need to pay? (circle appropriate box)

- a) \$30
- b) \$25
- c) \$20

Question 9

Your pay rate is \$12 per hour. This week you worked the following hours: Monday 1pm - 4pm Tuesday 9am - 2pm Wednesday Nil Thursday 10am - 5pm Friday Nil How much will you receive in pay for the week? (circle appropriate box)

- a) \$135
- b) \$120
- c) \$180