

LANGUAGE, LITERACY AND NUMERACY (LLN) REVIEW: Mandatory section

The purpose of the LLN review is to ensure that the proposed course and materials are appropriate for you and that your individual needs are taken into consideration during the course. The LLN review, together with discussions during the enrolment process, assists Construction Training Group to ensure that the selected course is appropriate for you and to determine if you may require any additional support.

What is your full name?

Self-assessment – Please rate your own ability with the following:

1. Reading	☐ I generally do not need help	☐ I need help sometimes	☐ I need help often
2. Writing	☐ I generally do not need help	☐ I need help sometimes	☐ I need help often
3. Maths	☐ I generally do not need help	☐ I need help sometimes	☐ I need help often
4. Communicating	☐ I generally do not need help	☐ I need help sometimes	☐ I need help often
Digital skills - e.g. complete and submit online forms using a phone, tablet or computer	☐ I generally do not need help	☐ I need help sometimes	☐ I need help often
Have you used any digital systems or mobile applications in your work or industry? E.g. digital work diaries, online induction systems etc	☐ Yes. Please specify: ☐ No		
Do you have any learning difficulty?	☐ Yes. Please specify: ☐ No		

Is there anything that we should be aware of that may assist us to support you during your training?

Do you have any skills, knowledge, qualifications, training, or work experience relevant to this course? If yes, please provide details. For example, have you worked in a similar role, completed any related training or qualifications, or do you currently work in the construction industry as a builder or maintenance worker? or in the traffic industry as a Traffic Controller (TC) or Traffic Management Implementer (TMI)?

Number of years of relevant industry experience:

Have you completed a CTG LLN assessment when enrolling in another course with CTG within the past month?

- ☐ No. If no, please proceed to the LLN assessment questions on the next page.
☐ Yes. If yes, please complete a and b below.:

a. Specify the course you completed: The CTG administration team will check the student management system to confirm that you completed an LLN assessment as part of an enrolment within the past month. If there is no valid LLN assessment on file, this form will be returned to you, and you must complete the LLN assessment before proceeding with the course.

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☐ **b. I confirm that my circumstances have not changed since completing the previous LLN assessment, including any acquired injury, illness, medical condition, or other factor that may affect my ability to study, learn, or participate in this course.**

LLN Assessment Questions – Students to complete

Please complete the following questions to the best of your ability. If you cannot answer a question, just move onto the next one. You are allowed to use a calculator. You must not seek help from others or any assistive technology or language processing software (e.g., Google translator) to complete this LLN assessment.

Select the most appropriate answer for each question:				
Q5	What is a type of sport?	☐ GREEN	☐ TENNIS	☐ COFFEE
Q6	How many days are there in a week?	☐ SIX	☐ TEN	☐ SEVEN
Q7	What do some people eat for breakfast?	☐ CEREAL	☐ HAND BAG	☐ PENS
Q8	Complete this sentence using the following words: - Tom - Morning - Day	_____ drinks a coffee each _____ because it helps him start his _____.		
Please complete the following calculations (you may use a calculator if you wish)				
Q9.	15 + 7 =	Q10.	8 X 7 =	
Q11.	27 ÷ 3 =	Q12.	19 – 6 =	
Q13.	½ OF 200 =	Q14.	10% OF 100 =	

Please read the statement below and complete the following questions:

John Brown is 21 years old and has been employed at CJV Pty Ltd for the past 3 years. He has been working in the warehouse for the past 6 months where his main responsibility is packing orders. John enjoys working at CJV Pty Ltd and was awarded with the 'employee of the month' certificate last week. Next week, John will be attending a training session about occupational health and safety in the workplace and he is looking forward to it.

John catches the train to work each day. His weekly train ticket costs him \$32.80. It takes John just under one hour to get to work each morning on the train. John's working hours are as follows:

Monday to Thursday: 7am-3pm (less 30 minute unpaid lunch break)

Friday: 7am – 3.30pm (less 30 minute unpaid lunch break)

Q15.	Who is John's employer?	
Q16.	What is John looking forward to?	
Q17.	How long has John been working in the warehouse?	
Q18.	Which train would John need to take to get to work on time?	(Please circle the correct answer) A. 6.00AM B. 6.30AM C. 7.00AM
Q19.	How old was John when he first started working at CJV Pty Ltd?	
Q20.	How much change does John get from \$40.00 when he buys his weekly train ticket?	

Q21. Use at least 3 full sentences to describe why you would like to do this course and what you would like to achieve from it (including any specific skills or experience you aim to gain in relation to your employment by undertaking this course).

▯ THANK YOU FOR COMPLETING THE LLN REVIEW ▯

STUDENT SIGNATURE:

DATE:

OFFICE USE ONLY – LLN OUTCOME

LLN verification by the administration team - Complete this section only if the student has indicated that they completed an LLN assessment with CTG within the past month.

☐ **Not applicable** – The student completed the LLN assessment questions as part of the current course enrolment process.

☐ **Verified** – A valid LLN assessment completed within the past month is on file.

Previous course:

LLN assessment completion date: / /

Verified by: **Date:** / /

☐ **Not verified** – No valid LLN assessment is on file. The student must complete the LLN assessment before proceeding with the course. Return the LLN assessment to the student for completion, before proceeding with the course.

AREA	ASSESSMENT OUTCOME/RECCOMENDATIONS			
SELF-ASSESSMENT	☐ No support required	☐ Support required sometimes (R /W/M/C)	☐ Support required often (R / W / M / C)	
LANGUAGE	☐ Suitable level for program	☐ May require support	☐ Unsuitable for program	☐ See Notes
LITERACY	☐ Suitable level for program	☐ May require support	☐ Unsuitable for program	☐ See Notes
NUMERACY	☐ Suitable level for program	☐ May require support	☐ Unsuitable for program	☐ See Notes
DIGITAL SKILLS	☐ Suitable level for program	☐ May require support	☐ Unsuitable for program	☐ See Notes

NOTES:

Are alterations required to the delivery and/or assessment strategy for this student?

☐ ☐ **NO** ☐ ☐ **YES – PLEASE SPECIFY (consider specific skills or experience, disability, language, literacy and age of the student):**

A) Amount of training changes:

B) Changes to content and delivery of the training:

C) Reasonable Adjustments to assessment:

Record of support provided for the student (including outcomes):
(Note: To be completed at the completion of the course)

TRAINER/ASSESSOR NAME

TRAINER/ASSESSOR SIGNATURE

DATE
Student refusal to complete LLN assessment – declaration

This section is to be completed only where a student refuses to complete the required LLN assessment after the requirement and purpose of the assessment have been explained to them.

Student declaration

I confirm that:

- I have been informed that the LLN assessment forms part of CTG's enrolment and course commencement process.
- The purpose of the LLN assessment, including its use in identifying any additional learning or assessment support I may require, has been explained to me.
- I have been given the opportunity to complete the LLN assessment.
- I have chosen to decline/refuse to complete the LLN assessment.
- I understand that CTG will retain a record of my refusal and that the trainer/assessor may use other appropriate methods to assess my ability to understand and participate in the training and assessment.

Reason for refusal

Please briefly state your reason for choosing not to complete the LLN assessment:

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Student name:

Student signature: **Date:** / /