



*****Important Notice*****

The following questions must be completed on your own. The result of the form below will be assessed. If your results are not to the satisfactory requirement to gain entry into the course, a representative from Men at Work will speak to you about assistance that you may be able to access.

Men at Work recognises that reading, writing, listening, speaking and understanding mathematical concepts are integral skills required for work and are therefore an important component of training. As all students are individuals with different life experiences, literacy and numeracy skills can vary.

If you have a language, literacy or numeracy concern that is affecting your learning within the training program, we encourage you to raise the matter directly with a trainer from the RTO.

As part of this pre-training review process, you are now required to complete a Language, Literacy and Numeracy (LLN) exercise which will be used to assess your LLN ability to undertake the course.

Surname:

Given names:

Address:

Home telephone: Mobile:

Email address: Date of Birth:

Question 1

How well would you rate your ability to speak English?

- Very well Well Not well I don't speak English at all

Question 2

Do you speak a language other than English at home?

- Yes – other language spoken I don't speak English at all

Question 3

In a short response, please provide an explanation (minimum of 100 words) of the benefits of undertaking this course.



Question 4

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 the hospitality industry. Geoff prides himself on being naturally friendly. He loves to cook meals at home for his friends and family. He is looking at gaining the appropriate training to ensure that he can obtain chef qualifications. He wants to attend a 1 year course to become a qualified chef.

How old is Geoff Now?

How old was Geoff when he left school?

What does Geoff like to do for his friends and family?

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

Question 5

It takes 2 ½ hours to type a 7-page report. It takes 1 ½ hours to photocopy the 11 copies of the report.

How long did it take to complete and copy the report?

- 4 Hours
- 3 Hours and 45 minutes
- 2 Hours and 30 minutes

Question 6

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

\$10.00

- \$7.50
- \$6.50
- \$2.50

\$50.00

- \$47.50
- \$42.50
- \$35.00

Question 7

If a 90ml drink has 2 parts milk and 1 part chocolate topping, how many mls of milk and chocolate topping is that? (please tick appropriate box)

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- 60 mls chocolate topping, 30 mls milk
- 60 mls milk, 30 mls chocolate topping
- 50 mls chocolate topping, 40 mls milk
- 50 mls milk, 40 mls chocolate topping

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? (please tick the appropriate box)

- \$30
- \$25
- \$20

Question 9

Your pay rate is \$12 per hour. This week you worked the following hours:

Monday	1pm until 4pm
Tuesday	9am until 2pm
Wednesday	Nil
Thursday	10am until 5pm
Friday	Nil

How much will you receive in pay for the week? (please tick appropriate box)

- \$135
- \$120
- \$180

Question 10

You start work at 10am in the morning. Your manager tells you on your arrival that your ½ hour lunch break will be in 3 ½ hours. What time will your lunch break start? (please tick the appropriate box)

- 2pm
- 2.30pm
- 1.30pm

Question 11

A hospitality store is having a sale and you want to buy the cheapest kitchen knives set available. Which kitchen knives set is the cheapest to buy after the reduction? (please tick the appropriate box)

- Blue kitchen knives – 15% off the RRP of \$100
- Red kitchen knives – RRP \$100, during the sale the price will be reduced by \$10
- Yellow kitchen knives – on sale with 1/3 off the RRP of \$120