



**Student Name:** \_\_\_\_\_

## **LLN (Language, Literature and Numerical) Kit**

### **Student's literacy, language and numeracy questions and assessment booklet**

The purpose of this Assessment is to determine your individual training needs to ensure appropriate support is provided. You need to demonstrate your competency to be marked satisfactory.

This Kit forms part of the application process.

**This assessment must be completed and marked competent before undertaking training with Gallang Education and Training.**

# Introduction & Declaration

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This LLN (Language, Literature and Numerical) Kit is an assessment to gather information about the candidate’s writing skills.. This student learning support indicator must be completed by the student.

The purpose of this LLN (Language, Literature and Numerical) Kit is to assist Gallang Education & Training in identifying student support needs before enrolment. . Please answer all the questions to the best of your ability.

The declaration must be signed before submitting the Kit. Please contact GET on 07 3899 5041 or at [training@gallang.qld.edu.au](mailto:training@gallang.qld.edu.au) if you have any questions or need more information.

## STUDENT’S PARTICULARS

First name ..... Last name .....

Address: .....

Mobile number ..... Date of birth ...../...../.....

Country of birth ..... Language (s) spoken .....  
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.....  
.....

Highest level of education: .....

Are you aware of any known health/learning difficulties that may affect your study?

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## READING & WRITING Skills Assessment

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**Can you tell me about something that you learned recently?**

*How did you learn it? People learn new skills every day, such as how to use the internet, how to record TV shows or how to drive a car. (NOTE: This question is to gather information about HOW the learning occurred, rather than WHAT the learning was about.)*

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**What are you hoping to gain from this training?**

*This may include learning how to write assessments, how to better understand the industry etc.*

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**Can you give a brief description of your employment history?**

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**Did you receive on the job training?**

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## MATHS Skills Assessment

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If you your car needs 75 litres of petrol and you have used 25 litres of petrol and fuel costs are currently \$1.24 per litre, how much will it cost to refill your car?

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If you are a manager of 32 employees and one quarter of them are currently out of the office on training, how many staff do you have left in the office?

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Please write this as a number, four thousand, two hundred and eighty seven.

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## SELF ASSESSMENT

Tell us about your reading, writing and numeracy skills.

I can ...	Yes	Sometimes	No
Understand signs			
Fill in a time sheet			
Count and check change when shopping			
Text a 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			
Read a work roster			
Read a map or street directory			
Read and understand the newspaper			
Use a dictionary			
Write a job application			
Read books			
Follow procedures for mixing a solution or follow a recipe			
Calculate fractions, decimals, and percentages			
Write a work report			

**Student Declaration:**

I \_\_\_\_\_ (Full Name) declare that I  
have completed these questions and information by myself without outside help.

\_\_\_\_\_ (Student Signature)

Date: \_\_\_\_\_

**Assessor notes:**

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Satisfactory: Yes    No

Assistance Required (please circle): Learning    Oral Communication  
Written    Other \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date: \_\_\_\_\_