

AUSTRALIAN AGRICULTURAL TRAINING

Language, Literacy, and Numeracy (LLN) Skills Audit



The following Pre-course review is required to commence training with Australian Agricultural Training (AAT). By answering the following questions as accurately as possible you will be assisting AAT to identify whether you are enrolling in the most suitable course. If required it will also enable AAT to supply suitable support and resources to ensure your learning needs are met.

Please complete the following details using BLOCK letters.

Family name		
Given name		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Home address		
Postal address		
Telephone number		
DOB		
Place of birth		
Nationality		
Occupation		
Employer		
Business address		
Business telephone		
Signature		
Date		

Task One – Personal Information

1. Where do you work?
2. What are your duties?
3. What are your experiences with agriculture?
4. What are the reading and writing tasks that you do with work?
(Do you have to complete forms, diary or notebook, and messages?)
5. What calculations or maths do you do for your job?
(Do you record stock numbers of feed measurements or volumes)

6. What speaking and listening activities do you undertake at work?
Do you answer the phone? Take or deliver instructions?

7. Do you enjoy using a computer?
Which programs do you prefer to use, word, excel?

8. When not at work what is your favourite activity?
Reading, building, watching TV movies, share trading, investing

9. What is your best way to learn?
Reading watching doing

10. What is your highest level of education?
Year 10, HSC, university

11. What jobs have you had since leaving school?
Manual labour, office duties,

12. What languages can you speak?
Cultures may influence intrinsic values

Task 2 - Self-Assessment

I can...	Yes	Sometimes	No
Read a map			
Understand safety signs			
Calculate change from an item purchased			
Use email			
Apply for a job in writing			
Read newspapers			
Understand a management calendar			
Calculate a chemical application rate			
Count a mob of sheep			
Draft mobs of sheep into various criteria (gender, age)			
Read a farm journal			
Write a daily work diary			
Calculate yields of wool			
Estimate metric/ imperial sizes of nuts /bolts			
Calculate wages			

Task 3 - Written Questionnaire

1. In the area available below explain why is it important for you to do this course?

2. You are required to read the scenario and answer the questions that follow.

Barry left school after completing the HSC when he was 17. He got a job with a shearing contractor and travelled from central NSW, central QLD Victoria, and South Australia. Barry is now 19 years old and wants to get his wool classing certificate, so he is going to call AAT to enrol. When Barry is not working in the sheds he enjoys fishing.

Question	Answer
How old is Barry now?	
Where did Barry travel?	
What course is Barry going to enroll in?	
What does Barry like to do when not working?	

3. (circle most appropriate answer)

It takes 1 and half hours to muster 600 mob of lambs and bring them to the yards. They are rested for half an hour then weighed and recorded at 200 lambs per hour. The lambs are then returned to the paddock which took 1 and half hours.

How long did it take to complete the job from start to finish?

5 Hours

5 and half hours

6 hours

6 and half hours

7 hours

4. ((circle most appropriate answer)

You are working at rural supplies centre, and you sell 4 bags of feed for \$15.00 each. How much change would you give the customer if they gave you:

\$60.00?

\$45.00

\$30.00

\$15.00

\$5.00

\$0.00

\$100?

\$85.00

\$60.00

\$55.00

\$45.00

\$40.00

5. (circle most appropriate answer)
There is currently 139.50 litres of water in a 200-litre tank how much more water is required to fill the tank?
73.50 Litres
67.50 litres
63.50 litres
60.50 Litres
53.50 litres
6. (circle most appropriate answer)
You are to give 1000 ewes 15mls of drench each. How much drench is required in total?
1.5 litres
10 litres
15 litres
25 litres
150 litres
7. (circle most appropriate answer)
You have 1000 ewes to shear it is expected they cut 5 kgs each. How much wool in total will be shorn?
500 kgs
2000 kgs
2500 kgs
5000 kgs
10,000 kgs
8. (circle most appropriate answer)
How many bales of wool would you expect if each bale weighed 200 kilos each?
10 bales
15 bales
20 bales
25 bales
50 bales
9. (circle most appropriate answer)
Your wool was sold for 1000 cents per kilo clean with a yield of 68% what would be the greasy price?
1470
1280
932
680
462
10. (circle most appropriate answer)
You have a new water tank that is 5 meters high and 5 meters (diameter) wide using $V = \pi r^2 h$ what is the total capacity of this tank to the nearest 1000 litres? $V = volume, \pi = 3.14, r = 2.5$
2500 litres
25000 litres
50,000 litres
100,000 litres
150,000 litres

11. Read the following advertisement and answer the questions

WOOL CLASSER POSITION
Available for self-motivated, qualified Wool Classer
Working for Bob's Shearing Contractors based in Dubbo.
Working across NSW and QLD for continuous 9 months
Commence ASAP
Contact Bob on 0021212 after 7pm

What is the name of the employer?

What is the job?

Where are you expected to work?

How much work is expected?

When do you start?

Who do you contact?

When do you contact?

Student Enrolment

At Australian Agricultural Training our approach to enrolment and induction is to provide a pathway for students to make informed decisions about their training and assessment and enter a training pathway that is the right fit for the learner and their current or future employer.

We strive to identify a student's needs during the enrolment process to ensure that our services to each individual student are appropriately adjusted to allow for their unique requirements.

To achieve this, we will:

- Provide persons making an enquiry with accurate and ethical marketing and pre-enrolment information that enables them to make confident and suitable decisions about selected training programs.
- Conduct a one-on-one enrolment interview either face-to-face or over the telephone to individually assess the person's needs and circumstances and provide them information about their rights and obligations.
- Provide information about special requirements for their desired training program and pathways to obtain these.
- Provide information about the occupational outcomes produced by their selected program and discuss how these align with their occupational goals and aspirations.
- Validate that the applicant meets the entry requirements for their selected program to ensure that they have the greatest opportunity for success and completing the course.
- Determine if the applicant has the required access to information technology including modern computer systems and access to the internet if applicable.
- Determine that the applicants have appropriate language, literacy and numeracy skill and abilities to meet the requirements of their desired training program.
- Determine if the applicant has any need for reasonable adjustment at the point of enrolment to allow training programs to be suitably adjusted.
- Ensure there are no unnecessary barriers for persons to participate in the training program of their choice.
- Provide comprehensive administrative support that allows the applicant to complete enrolment efficiently and commence training at an agreed time and place; and
- Inform applicants about alternate pathways to training such as gaining credit transfer for current competence or recognition of prior learning.

LLN SKILLS SUMMARY

Trainer Name:

Signature:

Date:

Tasks conducted for LLN skills assessment: (tick box)

Personal Information

Self-assessment

Written questionnaire

Outcome of review: (AAT Staff/Trainer to complete)	
The Trainer has discussed results of the LLN Review and suitability of enrolling in the nominated course with the Client	<input type="checkbox"/>
The Trainer has discussed further learning supports, resources with the Client if applicable.	<input type="checkbox"/>
The Trainer has discussed alternative study options with the Client, if applicable.	<input type="checkbox"/>
The Trainer has discussed alternative study modes with the Client, reasonable adjustment options, if applicable.	<input type="checkbox"/>
Trainer's signature:	Date:

Comments / outcomes: