

070 - LANGUAGE, LITERACY, NUMERACY AND DIGITAL SKILLS ASSESSMENT

Student Name			
Course Name		Course Date	

We ask all students to complete this form so that:

- We can ensure that the course in which they are enrolling is suitable and they have sufficient learning, language, literacy, numeracy and digital (LLND) skills to successfully complete the course
- We can assess whether we need to provide students with support to enable them to successfully complete the course

We ask that you follow the instructions below, as unless we can accurately assess your learning, language, literacy, numeracy and digital skills you may be placed in a course you are not able to complete, and this would be a waste of time and money.

- This form must be completed by you **independently**, without assistance from anyone else, or reference books such as dictionaries, or applications/technology such as Google Translate, ChatGPT, or other artificial intelligence or language-assistance tools (not limited to these examples).
- The answers must be **HANDWRITTEN**, not typed.
- You have **20 minutes** to complete this form.
- If you take longer than the allocated time to complete the LLND assessment, or if you find it difficult to understand the written language, have a reading or learning difficulty, or have specific learning needs, please speak to us so we can discuss any difficulties you may be experiencing and determine how we can best support you.
- You can also access the sample pages from the Learner Guide and Activity Book uploaded on our course pages for each course. You are encouraged to review and complete these sample activities to familiarise yourself with the type of learning and assessment materials used during training.
- Where enrolment, training or assessment documentation takes an unusually long time to complete, this may impact your progression through the training program.
- Please email completed form to info@gwpt.com.au
- Please contact our Administration Staff on 1300 82 92 95 if you are unable to complete this form, or wish to discuss any learning needs you may have that would not be identified by completing this assessment.
- Please read the **Student Pre-Enrolment Book** carefully for details about LLND assessments, student support services, fees, fee refunds, and the conditions under which a refund may not be applicable.

All students are required to complete this page.

LLND assessment start time:		
Is there anything that <u>might</u> make learning or assessment difficult for you (tick any option that applies)?		
Health Issue - Please specify:		☐
Learning Difficulty – Please specify:		☐
Understanding written information or instructions (in English)		☐
Writing short answer questions in English		☐
Understanding English conversation in the workplace without using technology (e.g. Google Translate) or reference materials such as dictionaries.		☐
Speaking in English.		☐
Other – Please specify:		☐
If you would like us to call you regarding your learning needs, please provide your contact number below:		
Best contact number		

Digital skills	Can you access and read emails on your own? ☐ Yes ☐ No ☐ Sometimes
	Can you reply to and send emails independently? ☐ Yes ☐ No ☐ Sometimes
	Can you download and open documents attached to an email? ☐ Yes ☐ No ☐ Sometimes
	Are you comfortable reading and/or completing an electronic workbook or learning guide? ☐ Yes ☐ No ☐ Prefer printed copies
	If you answered “No” or “Sometimes” to any of the above, if there’s anything you find hard or need help with, please let us know.

In at least two sentences, please tell us how this course will help you in your career?

If you are enrolled in the **White Card (Construction Induction) course, please go to Page 5 after completing this page. Pages 3 and 4 do not apply to you. Please skip these pages and continue to Page 5.**

Numeracy

You may use a calculator when completing these questions.

1. You are required to move a pallet containing the following items:

- The pallet has 5 layers of cartons
- On each layer there are 9 cartons
- Each carton weight 35 kg.
- The pallet weighs 45 kg.

What is the weight of the cartons on each layer? _____

What is the weight of all the cartons? _____

Calculate the weight of the load, including the pallet? _____

2. A scissor lift has a working load limit of 200kg. The person working in the platform weighs 80kg. How many 40kg bags can they carry in the platform with them?

_____ bags

Read the text below and answer the questions on Pages 3 and 4

Electrical Power Lines

Operating machinery like forklifts, EWP's and cranes near powerlines can be extremely dangerous. Understanding safety regulations regarding electricity power lines is important and needs to be followed.

Often around worksites you will see yellow and black striped covers on electrical lines. These are a visual aid known as Tiger Tails and they are used to make the electrical lines more obvious to plant and equipment operators. They do not insulate the power lines.

When working near power lines it is important you are aware of the safe operating distances for different types of power lines, and the steps you must take if the task requires you to work closer than these prescribed distances.

In Victoria, WorkSafe has a No Go Zone around electrical power lines. This states that equipment must not work anywhere above Power Line or be closer than the following distances each side:

Electric/Power Line Type	Distance
Distribution lines (usually Power Poles)	6.4m or 3.0m with a qualified spotter
Transmission Lines (Towers)	10.0m or 8.0m with a qualified spotter

A qualified spotter is a safety observer who is a person trained, qualified and competent for the sole task of watching and guiding plant and equipment around power lines.

Generally, if you are required to work within the 'No Go Zone', you must:

- Contact the relevant power authority for an exemption
- Have the electrical power shut off, or if this is not possible have the electrical lines insulated
- Use a spotter (depending on state regulations)

What is the purpose of Tiger Tails in relation to power lines?

If you are working in Victoria, what is the minimum distance you are permitted to operate plant and equipment near electrical lines, including attachments and load?

Power Poles			
With a spotter:	metres	Without a spotter:	metres
Towers			
With a spotter:	metres	Without a spotter:	metres

If you are required to work closer than the permitted distance to power lines, what action must you take?

I confirm that I completed this assessment myself, without assistance, within the allocated 20 minutes.

LLND assessment finish time:			
Student Signature		Date	

FOR WHITE CARD OR CONSTRUCTION INDUCTION COURSE STUDENTS

This section is **only to be completed by students** undertaking the **White Card/Construction Induction course**. If you are completing this LLND assessment for a course other than White Card, **you do not need to complete this section**.

Read the following text and answer the questions below

Safe Work Practices are the actions that you take while at work to minimise the chance of causing harm to yourself, others or equipment. It is your responsibility to make sure that you work in a safe way to avoid accidents. This includes ensuring you safely perform all work tasks & use equipment safely.

Safe work practices may include:

- Access to drinking water & toilets
- Using plant & equipment safely
- Wearing Personal Protective Equipment
- Cleaning up rubbish & trip hazards
- Storing materials & equipment properly
- Preventing bullying & harassment
- No smoking, drug & alcohol policies



As well as following safe work practices, hazards should be identified before commencing work, to ensure risks are minimised & chances of injury or illness are reduced.

A hazard is a thing or situation that causes injury, harm or damage

A risk is the chance of the hazard hurting you or somebody else or causing damage.

List three (3) examples of Safe Work Practice

What is a hazard?

What is a risk?

	a. Fifteen b. Five c. Ten d. Fifty
What number is shown on the sign?	

I confirm that I completed this assessment myself, without assistance.

LLND assessment finish time:			
Student Signature		Date	