



Language, Literacy and Numeracy Pre – Training Quiz

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.

If you have a Language Literacy or Numeracy concern that is affecting your training program, we encourage you to raise the matter directly with a Trainer from the RTO.

Directions to the student:

The following questions must be completed on your own. The result of the quiz below will be assessed and if your results are not to the satisfactory requirement to gain entry to the course, a representative from OnRoad OffRoad Training will speak to you about assistance that you may be able to access.

Student Name: _____

Date: _____

How well would you rate your ability to speak (including reading and writing) English?

☐ Very well

☐ Well

☐ Not Well

☐ I don't speak English at all

Is your first language something other than English?

☐ YES

☐ NO

If Yes, other language spoken: _____

Question 1:

In a short response provide an explanation on the benefits of undertaking this course. (*Please use the back of this sheet if further room is required*).



Question 2:

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 all around the world. 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 he can obtain chef qualifications. He wants to attend a 1 year course to become a qualified chef.

Questions:	Answer:
a. How old is Geoff now?	
b. How old was Geoff when he left school?	
c. What does Geoff like to do for his friends and family?	
d. What is the duration of the course Geoff wants to attend?	

Question 3:

It takes 2 ½ hours to type a 7 – page report. It takes 1 ¼ hours to photocopy the 11 copies of the report. How long did it take to complete and photocopy the report? (Tick the appropriate box)

☐ 4 hours

☐ 3 Hours and 45 minutes

☐ 2 Hours and 30 minutes

Question 4:

If I sold 3 coffees for \$2.50 each, how much change do I give to a customer from the following amounts? (Tick the appropriate box for each amount)

\$10.00:

☐ \$7.50

☐ \$6.50

☐ \$2.50

\$50.00:

☐ \$47.50

☐ \$42.50

☐ \$35.00

Question 5:

If there is currently \$139.50 petty cash in the tin how much do I need to withdraw from the bank to make \$200.00 in the tin? (Tick appropriate box)

☐ \$60.50

☐ \$67.50

☐ \$63.50



Question 6:

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

- ☐ 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 7:

Tick which option would cost less:

- ☐ 4 bags of sugar at \$3.50each ☐ 3 bags of sugar at \$5.00each

Question 8:

If 1kg of cheese costs \$22.00, how much would 500gms cost? (Tick appropriate box)

- ☐ \$5.50 ☐ \$11.00 ☐ \$7.50

Question 9:

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? (Tick appropriate box)

- ☐ \$30.00 ☐ \$25.00 ☐ \$20.00

Question 10:

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

Monday – 1pm – 4pm

Tuesday – 9am – 2pm

Wednesday – Nil

Thursday – 10am – 5pm

Friday – Nil

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

- ☐ \$135.00 ☐ \$120.00 ☐ \$180.00

Question 11:

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

- ☐ 2pm ☐ 2.30pm ☐ 1.30pm



Question 12:

A Hospitality Store is having a sale, you want to buy the cheapest kitchen knives set available. Which kitchen knives set is the cheapest to buy after the reduction? (Tick appropriate box)

- ☐ Kitchen Knives set 1 – 15% off the RRP of \$100
- ☐ Kitchen Knives set 2 – RRP \$100, during the sale the price will be reduced by \$10
- ☐ Kitchen Knives set 3 – on sale with 1/3 off the RRP of \$120

Digital Literacy Pre – Training Quiz

	YES	NO
1. Can you send an email from a computer or smartphone with a photo or document attached?	Y	N
2. Can you use basic apps on a smartphone (e.g., camera, calendar, calculator, messaging)?	Y	N
3. Can you fill in an online form?	Y	N
4. Can you search for information on the internet using Google or another search engine?	Y	N
5. Can you download and open a file such as a PDF or Word document?	Y	N
6. Can you join a video call or online meeting (e.g., Zoom, Teams) using a device	Y	N
7. Can you take a photo or scan a document and send it to someone?	Y	N
8. Can you use a mouse, keyboard, or touchscreen to interact with a device?	Y	N
9. Can you recognise suspicious emails or links that may be unsafe to click on?	Y	N