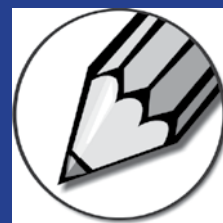# Language, literacy and numeracy (LLN)

Assessment Test
LEVEL 4
Student copy

Learning

Reading

Writing

Oral communication

Numeracy

EASY GUIDES
Australia Pty Ltd

Contents

Learning
Level 4

SAMPLE

3. Edward de Bono and the 6 thinking hats

Edward de Bono developed the concept of 6 'thinking hats' to help solve problems. They are:

The White Hat calls for information known or needed. "The facts, just the facts."

The Yellow Hat symbolizes brightness and optimism. Under this hat you explore the positives and probe for value and benefit.

The Black Hat looks at the risks, difficulties, problems – The risk management hat, probably the most powerful hat; a problem however if overused; spot difficulties where things might go wrong, why something may not work, inherently an action hat with the intent to point out issues of risk with intent to overcome them.

The Red Hat signifies feelings, hunches and intuition. When using this hat you can express emotions and feelings and share fears, likes, dislikes, loves, and hates.

The Green Hat focuses on creativity; the possibilities, alternatives, and new ideas. It's an opportunity to express new concepts and new perceptions.

The Blue Hat is used to manage the thinking process. It's the control mechanism that ensures the Six Thinking Hats® guidelines are observed.

[Source: www.debonogroup.com]

3. Edward de Bono and the 6 thinking hats

SCENARIO

You work in a paper factory. The machine in your section is old and slow. Productivity is low. A new machine is expensive but would significantly increase productivity. The pay back period for the machine is five years.

What should the team do? Look at the arguments below and say what hat is being used.

Argument used	hat used
"I feel positive about getting the new machine."	Answer:
"I've done the figures. The machine will last longer than the pay back period so we will be in front. These are facts."	Answer:
"It's risky. What if the new machine breaks down. The pay back period might be longer. We need to find out about the quality of the machine before we do anything."	Answer:
"We need to use all 6 hats to come to the right decision."	Answer:
"We have a site in Melbourne, Sydney, Brisbane and Perth. Perhaps the company will pay for someone to check out their machines so that we can change the best one."	Answer:
"I have a strong hunch it won't work. I don't like the idea."	Answer:

ASSESSOR: Satisfactory [ ] Not satisfactory [ ]

Reading
Level 4

2. Model Work Health and Safety Bill

To find the national Work Health and Safety Bill go to the the Safe Work Australia website www.safeworkaustralia.gov.au

Read pages 9 to 11 from the Act on the following pages and answer the questions below:

(a) Does a 'not-for-profit' business come under the definition of *a person conducting a business or undertaking*? Answer:..........................

(b) Does an *elected member of a local authority* come under the definition of *a person conducting a business or undertaking*?

Answer: ....

(c) What is the definition of a *worker*? Answer: ....

(d) Is an *outworker* a worker under the definition of the Bill?

Answer:............................

(e) Is a s*tudent gaining work experience* a *worker* under the definition of the Bill? Answer:..........................

(f) Is a volunteer deemed to be a worker? Answer:...................

ASSESSOR:	Satisfactory		Not satisfactory	

Writing
Level 4

SAMPLE

2. Social action

SCENARIO

You live in a quiet, tree lined street. At the end of your street (Smith St) is a park and small lake (Ruffy Lake) where wild native ducks swim happily searching for food. Birds and possums live in the trees.

You have just heard that the local council is planning to use the lake and surrounds to build a sports oval for clubs in the area.

The council has asked for submissions from residents and you decide to write one.

[Note to assessor. The following is a sample only.]

SUBMISSION FOR PLANNED PARK SUBDIVISION

Dear Mayor and Councillors,

....
....
....
....
....

Yours faithfully,

....

ASSESSOR: Satisfactory		Not satisfactory	

Oral communication Level 4

2. Using PowerPoint

Note: Your trainer will explain the key steps in using the computer program PowerPoint. Number the steps as you listen to your assessor.

You may listen to the instructions twice.

☐ Go to the templates search bar and choose a template.

☐ Save your presentation before you start work. Go to the top, left hand corner of the screen and click on File. Click on Save As and choose the location where you want to save your file. Give it a name.

☐ Replace the sample text with your own text.

☐ To start, click on the PowerPoint logo at the bottom of the screen.

☐ If you can't find a template you like you can choose a blank presentation or click on one of the design themes.

☐ Next time you want to work on your presentation go to the folder where you have saved your work. Click on the PowerPoint logo and you can start work.

ASSESSOR: Satisfactory ☐   Not satisfactory ☐

Numeracy
Level 4
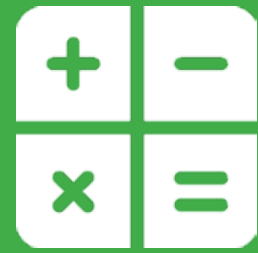
You may use a calculator for the Numeracy section of the LLN test.

2. Budgeting for a fundraising sausage sizzle

You have been asked to organise a fundraising sausage for a sports club. The ingredients you will need include:

- 600 sausages in packs of 24 at $12 each. = 24 x $12 = $288. Sell for $2.50 each.

- 18 loaves at $3.90 a loaf. 18 x $3.90 = $70.20

- 10kg of onions at $0.56c a kilogram. 10 x $0.56 = $5.60

- 5 litres of sauce (barbecue and tomato) at $1.80 per 500 ml bottle. $3.60 x 5 = $16.00

- 210 cans of soft drink at $24.00 for a box of 30 cans. 210 divided by 30 = 7.0 x $24 = $168. Sell for $2.00 each. 210 x $2.00 = $420

(a) What is the total cost of all the items? $..............

(b) If you sold all the items what profit would you make? = $..............
profit.

(c) If you sold only half the items would you still make a profit?

....

(d) If you raised the price of the soft drink to $3.00 how much extra profit would you make? $...................

ASSESSOR:	Satisfactory		Not satisfactory	