



Language Literacy & Numeracy Assessment

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| Document | Language Literacy & Numeracy Form | Date of Issue | 25/4/20222 |
| Approved by | Robyn Bartley PEO | Version | 1.0 |
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This LLN assessment is to establish the background, motivation and general abilities of the student to inform what support Inspiring Training Academy may provide. The interview is not intended to cause anxiety but to establish training options in which the student can feel supported and self-determining in completing the training. The LLN assessment is simply a tool in which Inspiring Training Academy can identify the most appropriate learning and assessment strategies for each individual to complete.

Target Market – Hair & Beauty students

Core Skills – ASCF reading, oral, learning and writing skills Level 1-3

The student is to complete the LLN assessment without outside support or calculators, should you not understand a question please put a ? mark in as a prompt to the trainer you are unsure of the answer.

| | |
|--|--|
| Students Name | |
| Date of LLN Assessment | |
| Course Enrolling into Include codes | |

ABOUT YOU –

Question 1

Why have you chosen to enrol into a course within the hair & beauty industries?

Question 2

Do you understand that you will be working on clients and do you have any experience with working on clients whether it is friends or family in your chosen course?

Question 3

By completing your chosen course this year what do you hope to achieve ?

Question 4

What is the last thing you have learnt recently? eg. Baking a cake, set up a new t.v.

Question 5

What practical skills will you learn within your course this year?

Question 6

Do you understand that there is theory work associated with your course this year, when will you allocate time within the week to complete this?

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Question 7

Are you going to try and seek employment or work placement in the hair or beauty industry this year ?

ACCUMULATED SKILLS –

| Question | Yes | No | Not sure |
|---|-----|----|----------|
| <i>I have worked with customers – talking and assisting them</i> | | | |
| <i>I have good skills with computers eg. Word documents, emails</i> | | | |
| <i>I use a computer on a daily basis</i> | | | |
| <i>I can tell the time on an analogue clock ?</i> | | | |
| <i>I know how much change I am to receive when I purchase something</i> | | | |
| <i>I can follow a recipe</i> | | | |
| <i>I know what a workplace incident report is</i> | | | |
| <i>I know what a MSDS is</i> | | | |
| <i>I read my emails daily</i> | | | |
| <i>I read books on a regular basis</i> | | | |
| <i>I count my change when the cashier gives it to me</i> | | | |
| <i>I write all my essays for school on a word document</i> | | | |
| <i>I have good time management skills</i> | | | |

I LEARN BEST –

Tick the best answer that suits your learning style

A. When I am in an exam I need

- Complete silence
- My headphones in
- Lots of noise

B. When I ask for directions to somewhere I need

- Actual address
- Closest landmarks to follow
- Follow someone is easiest

C. I have an exam next Wednesday I study

- I don't need to
- The night before
- 1 hour every night the week before

D. When I go into the city shopping – to find a certain store I –

- Ask for directions from a stranger
- Google maps
- Just wonder around until I find it

E. If I had to learn how to braid my sister's hair I would –

- YouTube it
- Ask a friend to do it
- Read some instructions & practice

F. I have a book report to hand in next week do you –

- Read the book and do the report with days to spare
- Watch the movie instead and give a brief explanation
- I don't have a lot of spare time to read so happy to fail that subject

G. I have a spelling test tomorrow, I –

- Practice with someone
- Google search the correct spelling and write it out 10 times
- Talk the letters and word out loud

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Spill Clean-up Procedure



- Put on personal protective equipment



- Cover and saturate with disinfectant. Let stand 15 - 20 minutes. Clean and Dispose of Paper Towel



- Remove sharp objects carefully with forceps/tongs



- Re-spray area with disinfectant



- Circle spill with disinfectant. Use bleach (1:10 dilution), Lysol, Virex, or EPA registered tuberculocidal disinfectant



- Re-wipe with paper towel



- Decontaminate materials used to clean spill

It is important to have a good understanding of Workplace health & Safety, answer the questions below to the best of your knowledge on this subject,

1. Personal protective equipment – List 3 items that you would use in a blood spill

2. What is the best disinfectant to use to clean up a blood spill

3. Who would you report the spill to? A friend, workplace manager, local doctor

4. Is it important to complete a workplace incident report after an accident ?

5. How many steps are required to clean up a blood spill ?

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MY ORGANISATIONAL SKILLS –

You are a new trainee at the Inspiring Student Salon and you work every Thursday from 9.00am – 4.00pm, Amber is the salon manager on a Thursday and has done a great job in training you as you are now quite confident in your position as a trainee salon assistant and can self-direct yourself each session to complete the daily tasks.

Place a number in each box from 1 – 10 in the correct order in which a usual day in salon should be conducted

| No. | Daily task |
|-----|--|
| | Arrive at work 5 minutes before my shift |
| | Have your lunch break |
| | Prepare the reception area by turning on lights, turning on the appointment schedule, check appointments put out workplace signage |
| | Have an end of day team meeting |
| | Collect your personal belonging and go home satisfied you have given your all to your day |
| | Treat clients |
| | Place my personal belongings in the staff area, check myself in the mirror to begin the day |
| | Clean up the end of day tasks |
| | Prepare workplace area ready for clients to arrive |
| | Have a staff “pre day preparation meet” to give staff positive morale for the day |

INCIDENT REPORT –

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Workplace scenario

Betty arrived at Inspiring Beauty for a pedicure at 9.45am on Thursday 25th April 2019, Mary was the therapist to treat Betty on this day, when Betty arrived the front mat had a slight lump in it that caused Betty to trip and fall. Betty fell hard on her left arm and hit her head on a reception chair as she took her fall causing a cut to Betty's head.

Betty's injury's were a cut to her head above her left eye, a bruised and sprained left wrist as well as being in shock and very shaky. Mary sat Betty on a chair, called for the salon manager Natalie who is first aid trained to attend to Betty and her injuries. Natalie called Betty's doctor and made sure she had an appointment before leaving the salon to be seen straight away. Natalie also made a call to Betty the following day to make sure she was ok.

Natalie the salon manager was luckily on duty as well on this day to help you complete incident report required after a workplace injury.

Complete the below form

INCIDENT REPORT

Details of person completing this report:

Date:

Name:

Position in company:

Name of injured person:

Date the injury occurred:

Time of injury:

Description of the incident:

Was first aid administered on the spot

Yes

No

Was a GP required

Yes

No

Has a workplace policy been put in place to make sure this incident will never happen again

Yes

NO

Has a follow up phone call been made to the injured person

Yes

No

Date of call:

Signature of person completing this form

Calculating skills –

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You have been to Inspiring student salon and receive :

Spa Pedicure \$20 + Spa manicure + \$20 + ½ leg wax \$13.50 – How much change did you receive out of \$60 ?

Answer: _____

You are paid \$35 per hour at your workplace – you worked 4.5 hours on Thursday how much should you receive?

Answer: _____

Mary is going on maternity leave next week and the workplace employees are all putting in for a baby present, you all decide to buy Mary a baby monitor worth \$280.00. There are 4 employees, how much will each person need to put in ?

Answer: _____

What is one quarter of 200? Answer: _____

What is three quarters of 300? Answer: _____

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I the candidate completed this document to the best of my knowledge without outside support or internet help.

Assessor Feedback on support required according to the outcome of results

No additional support required:

Support required:

| | | |
|-------|----------------|--------------------|
| Date: | Student Name: | Student signature |
| Date: | Assessor Name: | Assessor signature |