



Language, Literacy and Numeracy (LLN) Pre – Training Review

Bryan Peach Institute Pty. Ltd. T/A Peach Institute,
Ph. +61 7 5551 0132
Level 4, 33 Scarborough Street,
Southport, QLD 4215
AUSTRALIA
info@pi.edu.au
www.pi.edu.au

Applicant's Name: _____

Date of Birth: _____

Phone number: _____ email address: _____

Language, Literacy and Numeracy

Part A:

Write next to the headings below, the correct number of each reading paragraph

Safety and Security: _____ Finalising Your Transaction: _____ Your Pin Number: _____

Who Can Use an ATM: _____ Withdrawing Money: _____

1. An ATM (Automated Teller Machine) can be used by people to make withdrawals, check balances, transfer money to linked accounts, and in some machines, to deposit money to your account. Some ATMs provide audio feedback tones or spoken assistance and braille for disabled users. Some ATMs have headphone inputs for disabled users.

2. When getting ready to use an ATM you should be alert. As you approach the ATM, look around for other people. If it is night time, pick an ATM in a well-lit location and if you are uncomfortable with the area or the people around the machine, find a different machine or use the machine some other time.

3. Insert your ATM card into the machine. If your card is registered as being from another country, unless you live in a country or region where languages other than English are in major use, the machine will ask what language you wish the machine to use.
Enter your PIN (Personal Identification Number), making sure that no one can see you, then press Enter. Make sure you enter the correct PIN or you may risk having the ATM machine take your card, in which case you will not get it back.

4. Select a transaction. On the screen you will be given options to withdraw, transfer or deposit money. You will be able to choose your account if you have multiple linked accounts. If you make a mistake entering a number or in picking an option, press 'Cancel' or 'No'. If you want to withdraw (take out) money, select or enter the amount to withdraw. Most machines dispense money in fixed amounts. You may be given a choice between common amounts or you may be asked to enter a number that is a multiple of 20 (20, 40, 60, 80, etc.), 50 or 100.

5. Choose whether to do an additional transaction. Select 'Yes' or 'No'. Then decide whether you want a receipt. Select 'Yes' or 'No'. Take the receipt if you requested it. If you do not want to keep the receipt, place it securely in the bin below the money dispenser. This is an important security measure as you do not want the next customer seeing how much money you have in your account or how much you withdrew. Wait while the ATM processes your transaction(s). When the machine beeps at you, take your card, cash, and receipt (if applicable). Always make sure that you have both your cash and your card.

Part B:

Tick (✓) the correct letter for each question

1. Elle has enrolled in a new course that runs on the same night every week for 17 weeks. If the course begins on 2 July what is the date of the final lesson assuming there are no weeks off?

- 8 October 15 October 5 November 29 October

2. Felicity has been asked to cater for a party for 60 people. The budget she has been allocated is \$11.50 per head. What is the total amount Felicity can spend on catering for the party?

- \$663 \$69.00 \$690 it is impossible to calculate

3. When purchasing a bottle of soft drink, you want to get the best value for money so you take note of the price and the volume you get for it. Which of the following is cheapest per litre?

- 500ml for \$1.50 1 litre for \$2.80 1.25 litres for \$3.40 250ml for \$1.25

4. Bernie drives 20km to work each day. If he travels at 60km per hour for the entire journey how long will it take him to reach his destination?

- 20 minutes 30 minutes 40 minutes 1 hour

5. 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?

- \$135 \$120 \$180 210

6. You start work at 10am in the morning. Your manager tells you on your arrival that your $\frac{1}{2}$ hour lunch break will be in $3\frac{1}{2}$ hours. What time will your lunch break finish?

- 2pm 2.30pm 1.30pm 2.15

7. A Hospitality Store is having a sale, and you want to buy the cheapest kitchen knives set available. Which kitchen knives set is the cheapest to buy after the reduction?

- Kitchen knives set 1 – 15% off the recommended retail price (RRP) of \$100
 Kitchen knives set 2 – on sale with $\frac{1}{3}$ off the RRP of \$120
 Kitchen knives set 3 – RRP \$100, during the sale the price will be reduced by \$10

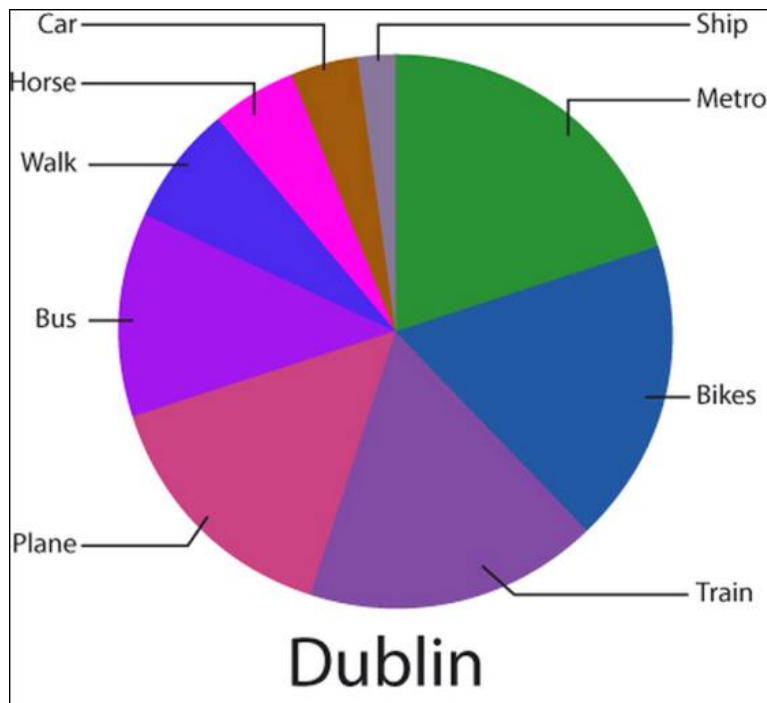
8. If I sold 3 coffees for \$2.75 each, how much change do I give the customer from \$10.00?

- \$8.25 \$8.50 \$1.50 1.75

9. If I sold 4 coffees for \$3.20 each, how much change do I give the customer from \$50.00?

- \$12.80
 \$42.60
 37.20
 \$35.80

10. How many types of transport are used more frequently than cars? _____



Part C:

Use of Technology	
Do you have access to a computer and internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How do you rate your skills in the use of digital technologies listed?	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Do you regularly use any of these digital technologies?	<input type="checkbox"/> Tablet or Smart phones <input type="checkbox"/> Internet <input type="checkbox"/> Desktop or Notebook computer <input type="checkbox"/> Applications such as Microsoft Word, Excel or Power point <input type="checkbox"/> Other – Please specify: _____

Pre – Training Review

1. Employment

Of the following categories, which best describes your current employment status? (Tick ONE box)		
<input type="checkbox"/> Full Time employee	<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Employed – unpaid in a family business
<input type="checkbox"/> Part-employee	<input type="checkbox"/> Unemployed – seeking full-time work	<input type="checkbox"/> Not employed – not seeking employment
<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – seeking part-time work	

2. Study Reason

Of the following categories, which best describes your reason for undertaking these course(s)?			
<input type="checkbox"/> To get a job	<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To gain extra skills for my job	<input type="checkbox"/> For personal reasons or self-development
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To get into another	<input type="checkbox"/> Other reasons
<input type="checkbox"/> To start my own business	<input type="checkbox"/> Job	<input type="checkbox"/> course of study	

3. What skills and knowledge are you hoping to gain out of completing this qualification?

4. Do you wish to go on to further study after completing this qualification? If so what qualification are you looking at moving on to?

5. What employment are you hoping to attain after completing this qualification?

6. Recognition of Prior Learning (RPL)/ Course Credit

<p>Have you previously undertaken Formal learning that you think might be used to provide credit towards this course?</p> <p>Formal learning means a recognised course for which you have received a qualification and/or statement of attainment of results.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, provide details
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If above answer is Yes, provide details:

Name of the Course Completed:	Name of the Institute	Year Course Completed

<p>Have you previously gained skills/experience, with your previous work/ experience that might be used to gain recognition of prior learning (RPL) towards the course?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, provide details
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If above answer is Yes, provide the supporting documents along with the details in the table below:

Employer name	Position Held	No. of Year

7. Pre Enrolment Information

Do you have access to enough information to make an informed decision about your enrolment in this course at Peach Institute? Let us know if you have questions or need more information.	Where to find this information	Check relevant box
<ul style="list-style-type: none"> • Entry requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable • Course content and duration, qualification offered if applicable, modes of study and assessment methods • Campus, locations and a general description of facilities, equipment, and learning and library resources available to students • Details of any arrangements with another registered provider, person or business to provide the course or part of the course • Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies • Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled • ESOS framework made available • Relevant information on living in Australia, including: <ul style="list-style-type: none"> ➢ indicative costs of living ➢ accommodation options; and ➢ where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred. 	<p>Peach Institute's Website www.pi.edu.au</p> <p>And / OR</p> <p>Student Handbook</p> <p>And / OR</p> <p>Course Information Leaflet</p> <p>And / OR contact Peach Institute or email at info@pi.edu.au</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Require more information, please contact Peach Institute or email at info@pi.edu.au</p>
<ul style="list-style-type: none"> • Course code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register 		

<ul style="list-style-type: none"> • Training and assessment, and related educational and support services Peach Institute will provide to the learner including the: <ul style="list-style-type: none"> ➤ estimated duration ➤ expected locations at which it will be provided ➤ expected modes of delivery • Name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the Institute’s behalf, and • Any work placement arrangements. 		
<ul style="list-style-type: none"> • Peach Institute’s obligations to the learner, including that the Peach Institute is responsible for the quality of the training and assessment in compliance with Standards for Registered Training Organisations (RTOs) 2015, and National Code of Practice for Providers of Education and Training to Overseas Students 2018, and for the issuance of the AQF certification documentation. 		
<ul style="list-style-type: none"> • the learner’s rights, including: <ul style="list-style-type: none"> ➤ details of the Peach Institute’s complaints and appeals process ➤ if Peach Institute, or a third party delivering training and assessment on Peach Institute’s behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in. 		

<ul style="list-style-type: none">the learner's obligations:<ul style="list-style-type: none">any requirements Peach Institute requires the learner to meet to enter and successfully complete their chosen training product, andany materials and equipment that the learner must provide		
<ul style="list-style-type: none">all relevant fee information including:<ul style="list-style-type: none">fees that must be paid to the Peach Institute, andPayment terms and conditions including deposits and refunds.		
<ul style="list-style-type: none">learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies		
<ul style="list-style-type: none">learner's right to obtain a refund for services not provided by the Peach Institute in the event the:<ul style="list-style-type: none">arrangement is terminated early, orPeach Institute fails to provide the agreed services.		

<p>Applicant Name: _____</p> <p>Date: ____ / ____ / _____ Signature: _____</p>
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8. LLN and Pre-Training Evaluation (Peach Institute Authorised Person Only)

LLN and Pre-Training Evaluation	Yes	No
Do you think student will benefit from this course?	<input type="checkbox"/>	<input type="checkbox"/>
Does student require additional support to participate in this course	<input type="checkbox"/>	<input type="checkbox"/>

Comments	
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Final Outcome (Peach Institute Authorised Person Only)

Enrolment to proceed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name		Position	
Sign		Date	