

Language, Literacy and Numeracy

All students are required to complete an assessment of their current language, literacy and numeracy levels prior to commencement. This information is only used to assist TMA to identify any specific assistance or support that may be required while completing your course with us.

Student Name		Date Completed	
Student Signature			

Personal Language, Literacy and Numeracy Assessment:(Circle the most appropriate answer)

How would you describe your written English skills?

Poor Fair Good Very Good Excellent

Are you confident in speaking in front of class mates or fellow employees?

Yes No

How would you rate your basic calculation skills (addition, subtraction, multiplication)?

Poor Fair Good Very Good Excellent

Is English your preferred spoken language?

Yes No

Language and Literacy Assessment

Please read the following paragraph and circle each misspelt word.

Lending institutions will always look for as much security to cover their exposure to large and long term loans. They prefer securiety such as a mortgage over a property – an appreciating asset. If the applicint does not own property they may ask parents or someone close to the applicant to act as guarantors for them. For commercial laons they may seek director guarantees or morgages over the business or even security against personal property or proprietors.

How many misspelt words did you find? _____ Mark ____/____

Now read the above paragraph again and answer the following questions.

If an applicant did not have an asset, what could they do to help the lending institution give them a loan?

Why would lending institutions prefer property as security?

Numeracy Assessment

If an existing loan of eleven per cent was reduced by two and a half percentage points, what would the new loan rate be?

a) 9.5% b) 8.5% c) 7.5%

Correct
Y or N

If a thirty year loan period was reduced by a third, what would the new loan term be?

a) 15 years b) 25 years c) 20 years

Correct
Y or N

If a home loan repayment is \$1,200 per month, how much would be repaid over one year?

1. \$12,000 b) \$15,800 c) \$14,400

Correct
Y or N

Thank you for completing the above assessment. Should you request assistance at any time, please speak with your TMA trainer/assessor for a confidential meeting at a mutually agreed time and date.

NB: This information is of a private nature and is collected, reviewed and retained by TMA according to presiding Privacy Legislation. It will not be released to any outside agencies or employers. It may be viewed by auditors on behalf of the Victorian Government, but cannot be copied or removed from student files.

TMA OFFICE USE ONLY

Language, Literacy and Numeracy Summary		Student:	
1. Trainers are required to review and mark all responses in relation the students LL&N assessment. 2. Trainers are then required to summarise student LL&N levels below.			
Do you think that the student's self-assessment reflects their actual results?		Yes	No
Do you believe that they are over or under valuing their current LL&N skill sets		Yes	No
Do you believe that they will require assistance or support?		Yes	No
If yes, please specify in what area(s) you believe that support or on-going monitoring will be required?			
Area		Comment	
Language - In its broadest sense, language involves the words, verbal structures and gestures we use to convey meaning. In using language we generally use a combination of communication forms such as speaking, listening, reading, writing and visual communication.			
Literacy - is the ability to read and use written information as well as to write appropriately, in a range of contexts. Literacy involves the integration of speaking, listening, and critical thinking with reading and writing. Literacy skills enable us to interact with one another to achieve particular purposes: to explain, debate, retrieve and provide information, explore issues, entertain and create.			
Numeracy - involves the practical application of mathematical skills to absorb, use and critically evaluate information in numerical or graphical form. Depending on the context this can include basic number skills, spatial and graphical concepts, the use of measurement and problem solving.			
Other relevant comments:			
This assessment was completed on ____/____/____ by (print name).....			
Signature:.....			