**Getting Started**

**1.0 Welcome**

Welcome to the Newgen Education.

Before you commence your course, you must successfully complete the LLN Test. Please note that if you are enrolled in more than one course with Newgen Education, you will only need to complete the LLN Test once.

**2.0 Entry Requirements**

All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencing training. The outcomes from this test will be used by Newgen Education to develop support strategies for your enrolment. It will also help Newgen Education determine whether it can provide the required support services or if referral to external agencies is necessary.

Newgen Education requires ACSF level 3 in all five core skills for enrolment into CPC30220 – Certificate III in Carpentry qualification.

**3.0 Starting the LLN Test**

Be honest and complete this test without any external help. However, you may ask your trainer, assessor, or staff for any questions regarding the requirements of this test and follow their instructions.

**4.0 Commencement of Training**

Once you have successfully completed the LLN Test, the outcome will be communicated to you and training will commence accordingly.

**5.0 Support Services**

Newgen Education recognises the importance of adequate skills in English. Improving literacy skills through the LLN test will assist in ensuring education is accessible to all. The LLN test has been designed to identify specific language, literacy, and numeracy needs and to describe the support services available to our clients with these needs. Students with special requirements in the areas of Language, Literacy, and Numeracy will have access to assistance and support to fulfil their training needs.

Newgen Education endeavours to equip participants to undertake the tasks of their profession. The Training Department will consult with Trainers and Assessors to analyse the necessary requirements to meet each participant’s individual needs. Where these needs cannot be met, a refund will be given to the participant.

Where support needs to go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, Newgen Education will direct participants to an external literacy specialist.

***You are now ready to commence the LLN Test. We wish you all the best with your new studies.***

**Pre-enrolment interview and Language, Literacy & Numeracy Assessment**

|  |  |
| --- | --- |
| Student Name: | **Tanush** |
| Date of Birth: | **05/02/2004** |
| Assessment Date: | **18/11/2024** |
| Qualification code and name: | CPC30220 – Certificate III in Carpentry |

**Introduction**

This test includes a range of tasks designed to identify an individual’s level in the core language, literacy and numeracy (LLN) skills of Learning, Reading, Writing, Oral Communication and Numeracy.

The assessment tasks align with the Australian Core Skills Framework (ACSF). The ACSF is a national framework that provides:

* a consistent national approach to the identification of the core LLN skills requirements in diverse work, training, personal and community contexts
* a common reference point for describing and discussing performance in the five core LLN skill areas.

**Why assess core LLN skill levels?**

Assessing core LLN skill levels identifies an individual’s current skills. This assessment can then be compared with the LLN levels required of a training program, unit, qualification, or workplace tasks. The individual may be a new entrant to the training sector, or may be following a training pathway to a new course or qualification.

The purpose of the assessment should be to determine whether the individual student:

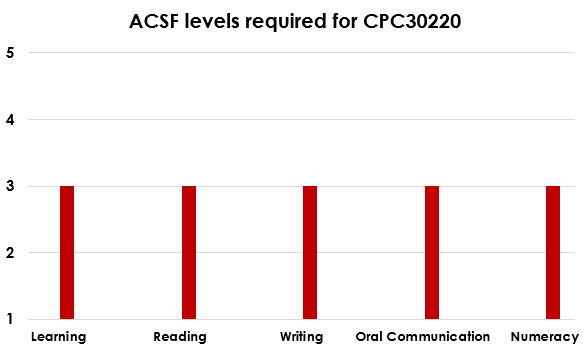
* should complete an LLN bridging program before commencing the training, or
* requires LLN support throughout the training program (or unit or qualification) or workplace tasks.

Identified gaps can be addressed in various ways, such as bridging courses, specialist LLN practitioner support, or activities provided by a vocational trainer with knowledge of developing LLN skills.

All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencement of training. The outcomes from this test will be used by Newgen Education to develop support strategies for students’ enrolment. It will also help Newgen Education decide whether it can provide the required support services or if referral to external agencies is necessary.

Newgen Education requires ACSF level 3 in all five core skills for enrolment into CPC30220 – Certificate III in Carpentry qualification.

If the student demonstrates a need for additional support to achieve the required ACSF level, they should be given the opportunity to develop their language, literacy, and/or numeracy skills in their first enrolled course. Necessary support will be provided, and their progress will be assessed before the next course to determine if additional support is needed for future courses.



|  |
| --- |
| **Instructions to student:**   1. This assessment will help determine whether you may require additional support to complete the course successfully. 2. You have 60 minutes to complete the assessment. It is okay if you cannot answer some questions; just move on to the next one. 3. This assessment consists of two parts:    * Part A: Your assessor may ask you questions verbally and write down your answers, or may ask you complete it on your own.    * Part B: To be completed on your own. Please ask your assessor for assistance if needed. 4. Feel free to ask for clarification if needed. Your responses will help us understand your LLN skills and needs better.   You may use a calculator, but it is not required. You may use additional paper and you can draft your responses elsewhere if required. Completion of the assessment will be supervised. |

**Part A – Learning and Oral communication skills**

This part (Part A) has to be completed by you. In this task, you are required to listen and respond to oral questions asked by your assessor and reflect on your learning.

Your assessor may ask you questions verbally and write down your answers, or may ask you to complete it on your own. Please feel comfortable and ask questions at any time if you need clarification or assistance.

1. Self-Assessment:

* Please rate your skills from 1 (low) to 5 (high) by selecting the appropriate number.
* Be honest in your self-assessment to help us accurately gauge your support needs.

1. Answer the open-ended questions to the best of your ability.

**Self-assessment:** Rate yourself from low to high by selecting the appropriate number below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I can …** | **Low** |  | | | **High** |
| **1** | **2** | **3** | **4** | **5** |
| Understand signs |  |  |  |  |  |
| Fill in a time sheet |  |  |  |  |  |
| Count and check change when shopping |  |  |  |  |  |
| Send a text message |  |  |  |  |  |
| Use the internet to get information like telephone numbers |  |  |  |  |  |
| Use an equipment manual to find the information |  |  |  |  |  |
| Fill in a leave form |  |  |  |  |  |
| Read a staff memo |  |  |  |  |  |
| Use measuring equipment to mark wood |  |  |  |  |  |
| Use a calculator for + – x ÷ |  |  |  |  |  |
| Read a newspaper |  |  |  |  |  |
| Read a work roster |  |  |  |  |  |
| Follow instructions |  |  |  |  |  |
| Read plans and specifications |  |  |  |  |  |
| Read and understand SDS |  |  |  |  |  |
| Read and understand instructions |  |  |  |  |  |
| Calculate percentages |  |  |  |  |  |
| Calculate ratios and proportions |  |  |  |  |  |
| Complete a log book |  |  |  |  |  |
| Write reports and present information |  |  |  |  |  |
| Read WHS procedures |  |  |  |  |  |
| Browse internet and undertake research |  |  |  |  |  |

**In your own words please answer the following questions**

1. **Your previous Learning Experiences:**
2. In your past learning experiences, have you encountered any barriers or difficulties to learning? Give a brief description of your past learning experiences (the good and not so good ones)

Yes, I have faced difficulties such as understanding theoretical concepts without practical examples. On the positive side, I have excelled in hands-on tasks and problem-solving activities that involve real-world scenarios.

1. From the information that you currently have about the course, do you have any concerns that might prevent you from progressing through this training and assessment program? Describe any worries or perceived obstacles to achieving your desired learning outcomes.

My main concern is balancing the physical demands of this program with my current commitments. However, I am confident that proper time management and determination will help me overcome any obstacles.

1. We all learn differently and have preferred learning styles.

Newgen Education aims to tailor a program (where possible) to suit the individual. Think about how you like to learn and tick one box below in order of preference.

I am a visual learner and prefer visual input and tend to remember things better if they are organised and presented visually, for example, images, charts and flow diagrams.

I am an auditory learner and prefer auditory in remember things best when I hear them.

I am a kinaesthetic learner and prefer input that is physical and concrete. I require action and movement to learn things. I need to do something to remember it.

1. **Your Expectations:**

|  |
| --- |
| What do you hope to gain from this qualification? |

I hope to gain the technical skills, practical knowledge, and industry-recognized credentials needed to build a successful career in carpentry.

|  |
| --- |
| What benefits do you think this course will provide you personally and professionally? |

Personally, this course will boost my confidence and self-reliance in working with tools and materials. Professionally, it will open doors to new job opportunities and help me build a strong foundation in the construction industry.

|  |
| --- |
| Please provide three (3) reasons why you are interested in working in this industry? |

• (1) I enjoy working with my hands and creating tangible results.

• (2) Carpentry is a versatile trade with high demand in the job market.

• (3) It offers opportunities to work independently and be creative.

|  |
| --- |
| Carpentry is a physically demanding profession. The work involves lifting and carrying heavy equipment like power saws and scaffolding, standing or crouching in confined spaces, working on ladders or platforms, and holding your arms overhead for extended periods (e.g., constructing wall and floor frames). Do you feel physically capable of handling these tasks? If you have any physical limitations, please describe them. |

Yes, I feel physically capable of handling the demands of carpentry. I have no physical limitations that would prevent me from performing these tasks effectively.

1. **Your Existing Skills**

|  |
| --- |
| Did you do any writing at school or in daily life? If so, what sort? What types of tasks involved writing? For example, taking notes in class or filling in forms. |

Yes, I have done various types of writing, such as taking notes during classes, completing assignments, filling out forms, and writing emails or personal notes in daily life.

|  |
| --- |
| Did you use a computer at school or in daily life? If yes, for what types of tasks? |

Yes, I have used a computer for tasks like typing assignments, creating presentations, browsing the internet for research, and using software for basic calculations or document preparation.

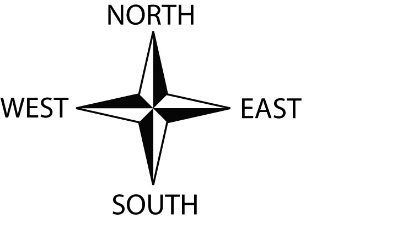
|  |
| --- |
| What sorts of maths did you use at school or in daily life? |

At school, I used basic arithmetic, algebra, geometry, and measurements. In daily life, I use maths for budgeting, measuring dimensions, and converting units when needed.

**Part B**

|  |
| --- |
| Task 1: Reading and Numeracy Skills |
| **Instructions to student**  In this task, you must:   * read and interpret a floor plan * complete numerical tasks and write answers to questions based on information provided * write the responses to questions in the space provided * You may use a calculator |

**Use a floor plan**





The kitchen has been marked on the floor plan for you. Using the descriptions below, identify which room corresponds to each description and fill in the table with the room names:

* The living room is the largest room in the house.
* The bathroom/laundry is the smallest room in the house.
* Bedroom 1 is a square shape.
* Bedroom 2 is smaller than Bedroom 1.
* The study is next to the bathroom/laundry

|  |  |
| --- | --- |
| **Room Description** | **Room Name** |
| The largest room in the house | Living room |
| The smallest room in the house | Bathroom/laundry |
| A square-shaped room | Bedroom 1 |
| Smaller than Bedroom 1 and larger than study | Bedrrom 2 |
| Next to the bathroom/laundry | Study |

Satisfactory  Not Satisfactory

1. What are the measurements of the following rooms?

|  |  |  |
| --- | --- | --- |
| **Room** | **Length** | **Width** |
| Bedroom 1 | 3.0m | 3.0m |
| Bedroom 2 | 2.1m | 3.0m |
| Living room | 6.5m | 4.5m |
| Bathroom/laundry | 2.0m | 2.0m |

Satisfactory  Not Satisfactory

1. What is the area of the following rooms?

|  |  |
| --- | --- |
| **Room** | **Area in m2** |
| Living room | 29.25 |
| Bedroom 1 | 9.0 |
| Kitchen | 8.4 |
| Bedroom 2 | 6.3 |
| Study | 4.0 |

Satisfactory  Not Satisfactory

1. You need to install timber flooring in bedrooms 1 and 2. How much timber flooring in square metres (m²) will you need? Show how you worked this out.

Total timber flooring needed:

Bedroom 1: 9.0 m²

Bedroom 2: 6.3 m²

Total: 9.0+6.3=15.3 m²

Answer:

15.3 m²

Satisfactory  Not Satisfactory

1. The timber flooring costs $120.00 per square metre. What is the total cost for covering bedrooms 1 and 2? Show how you worked this out.

Cost per square meter: $120.00

Total flooring area: 15.3 m²

Total cost = 15.3×120=1836.0015.3

Answer:

$1836.00

Satisfactory  Not Satisfactory

1. Interpret the plan and calculate the area of the deck? Show how you worked this out.

The deck's dimensions:

Length: 5.0 m

Width: 2.0 m

Area = 5.0×2.0=10.0 m²²

Answer:

10.0 m²

Satisfactory  Not Satisfactory

1. You need to calculate the number of studs required for a wall frame. The wall is 8 metres long and the studs are spaced 0.6 metres apart. How many studs are required? Show your calculations.

Calculate the total number of spaces between the studs:

Wall length = 8 m

Stud spacing = 0.6 m

Number of spaces = Wall lengthSpacing=80.6=13.33

Since the studs must be placed at the ends of the wall and between the spaces, we round up to the nearest whole number for the spaces and add 1 extra stud for the end.

Total number of studs required:

Number of studs=13+1=14

Number of studs=13+1=14

Answer:

14 studs are required.

Satisfactory  Not Satisfactory

|  |
| --- |
| Task 2: Learning, Reading and Writing |
| **Instructions to student**  In this task, you must:   * read the provided text about manual handling * interpret the information from the text * explain manual handling techniques specific to carpentry. |

**Manual Handling**

Read the following text and answer the questions below

|  |
| --- |
| **Safe Lifting Techniques in Carpentry**  When lifting heavy objects, it's crucial to use proper techniques to avoid injury. Here are the key points for safe lifting in the workplace:   * **Assess the task**: Before lifting, evaluate the weight, shape, and size of the object to determine if it can be lifted safely. Consider if you need assistance or equipment to help with the lift. * **Get a broad base**: Position your feet shoulder-width apart to provide stability. This helps to balance your weight evenly and gives you a strong foundation. * **Bend your knees**: When lifting, bend at your knees, not your back. This allows your leg muscles, which are stronger, to do the heavy lifting. * **Keep the load close**: Hold the object as close to your body as possible. This reduces the strain on your back and helps maintain balance. * **Lift with your legs**: Use your leg muscles to lift the object, keeping your back straight and avoiding any twisting motions. * **Pivot your feet**: If you need to turn while carrying the load, pivot on your feet instead of twisting your body. This reduces the risk of back injuries. * **Communicate**: When lifting or moving heavy objects with others, communicate clearly to coordinate the lift and ensure everyone's safety.   Understanding and applying these principles can significantly reduce the risk of injury in carpentry. |

**Questions**

1. Make a list of the key points for safe lifting in the workplace as outlined in the text. Use the lines provided below?

• Assess the task.

• Get a broad base.

• Bend your knees.

• Keep the load close.

• Lift with your legs.

• Pivot your feet.

• Communicate.

Satisfactory  Not Satisfactory

1. The following terms are used in the text. In your own words, explain what you think the speaker means by the terms

a) Assess the task

Evaluate the weight, shape, and size of the object to ensure safe lifting.

Satisfactory  Not Satisfactory

b) Get a broad base

Place feet apart to maintain balance and stability.

Satisfactory  Not Satisfactory

c) Pivot on your feet when moving

Turn your body by moving your feet rather than twisting the torso.

Satisfactory  Not Satisfactory

1. Why is it important to keep the load close to your body when lifting?

To minimize strain on your back and improve balance.

Satisfactory  Not Satisfactory

1. What are the risks associated with twisting your body while lifting?

Increased risk of back injuries or muscle strain.

Satisfactory  Not Satisfactory

1. List three types of injuries that can occur from improper manual handling?

• Back strain.

• Muscle sprains.

• Joint injuries.

Satisfactory  Not Satisfactory

1. Describe the correct posture for lifting heavy objects?

• Bend your knees, not your back.

• Keep your back straight and the load close to your body.

Satisfactory  Not Satisfactory

1. What should you do if a load is too heavy to lift by yourself?

Seek assistance or use equipment to lift.

Satisfactory  Not Satisfactory

1. Explain the importance of warming up before engaging in manual handling tasks.

To prepare muscles for physical activity, reducing the risk of strain or injury.

Satisfactory  Not Satisfactory

1. What equipment can be used to assist with manual handling tasks in carpentry?

• Lifting straps.

• Trolleys or dollies.

• Hoists.

• Forklifts.

• Hand trucks.

Satisfactory  Not Satisfactory

1. Why is communication important when performing manual handling tasks in a team?

• Coordinate movements.

• Ensure safety for all team members.

• Avoid misunderstandings or accidents during the task.

Satisfactory  Not Satisfactory

|  |
| --- |
| Task 3: Writing skills |
| **Instructions to student**  This task requires you to choose a topic and write as much as you can.  To complete this task, you may need to brainstorm the content before writing. It is also important for you to understand that layout, structure and proofreading are critical in completing this task. |

Choose one of the following topics and write as much as you can.

* **Why I Want to Become a Carpenter**

Task: Write a short essay explaining why you are interested in becoming a carpenter. Discuss what attracts you to this profession and what you hope to achieve.

* **The Importance of Safety in the Workplace**

Task: Explain why safety is important in any workplace, especially in construction. Discuss basic safety practices you think are essential for a carpenter.

* **My Goals for This Course**

Task: Write about what you hope to learn and achieve by completing the Certificate III in Carpentry. Include both short-term and long-term goals.

* **Understanding Basic Tools for Carpentry**

Task: Describe some basic tools used in carpentry. Explain what each tool is used for and why it is important.

* **The Role of Accuracy in Carpentry**

Task: Discuss why accuracy is crucial in carpentry. Provide examples of how precise measurements and cuts can impact the quality of a project.

* **Preparing for a Carpentry Project**

Task: Describe the steps involved in preparing for a carpentry project. Include what materials and preparations are necessary.

* **Communicating with Clients**

Task: Explain why good communication with clients is important in the carpentry business. Discuss how you would approach a client to understand their needs and ensure satisfaction.

* **Learning New Skills**

Task: Write about a time when you learned a new skill. Describe how you approached learning this skill and how it made you feel. Relate this experience to how you feel about learning carpentry skills.

* **The Importance of Attention to Detail**

Task: Discuss why paying attention to detail is important in carpentry. Provide examples of how detail can make a difference in any project or task.

* **How I Plan to Balance Study and Work**

Task: Write a short essay on how you plan to manage your time between studying for this qualification and any other responsibilities you have, such as work or family.

Use paragraphs and correct spelling and grammar. Check with your assessor if you need clarification. You may use the computer if you need to. Remember to plan your work before you start and to check your work before you finish. Please feel free to ask for additional paper in case the space is not sufficient.

Why I Want to Become a Carpenter

Carpentry has always fascinated me due to its combination of skill, creativity, and practicality. I am drawn to the ability to create functional and beautiful structures from raw materials. Becoming a carpenter will allow me to work with my hands, solve problems, and see tangible results from my efforts. I hope to achieve expertise in this trade, contributing to projects that stand the test of time while continuously learning and growing in my craft.

The Importance of Safety in the Workplace

Safety is critical in any workplace, especially in construction, to protect workers and ensure project efficiency. Proper safety practices, such as wearing personal protective equipment (PPE), following protocols, and using tools correctly, prevent accidents and injuries. For carpenters, this includes measures like wearing gloves, goggles, and steel-toed boots, ensuring scaffolding is stable, and being cautious when using power tools. A safe workplace not only saves lives but also enhances productivity and morale.

My Goals for This Course

In completing the Certificate III in Carpentry, my short-term goals are to gain fundamental carpentry skills and knowledge about tools, materials, and construction methods. Long-term, I aim to become a licensed carpenter, secure stable employment in the construction industry, and possibly start my own business. This course will also help me build a network of peers and mentors while developing professionalism and confidence in my abilities.

Understanding Basic Tools for Carpentry

Carpenters use several essential tools. For example, a hammer is used for driving nails and assembling wooden structures, while a saw is crucial for cutting wood to size. A tape measure ensures precise measurements, and a chisel is used for shaping wood. These tools are important because they allow carpenters to work efficiently, ensure accuracy, and produce high-quality results in their projects.

The Role of Accuracy in Carpentry

Accuracy is crucial in carpentry because even minor errors can compromise the integrity and appearance of a project. For instance, inaccurate measurements might result in poorly fitting joints or structural issues. When building a cabinet, precise cuts ensure that the doors align correctly and the overall structure is stable. Accuracy enhances both the functionality and aesthetic appeal of a project, reflecting professionalism and expertise.

Preparing for a Carpentry Project

Preparing for a carpentry project involves several steps. First, you need to review the project plan and gather the necessary materials, such as wood, nails, and adhesives. Next, ensure all tools, like saws, drills, and levels, are in good condition. Measuring and marking the wood comes next, followed by cutting and assembling pieces as per the design. Proper preparation minimizes errors, saves time, and ensures the project runs smoothly.

Communicating with Clients

Good communication with clients is vital in carpentry to understand their needs and deliver satisfactory results. This involves actively listening, asking clarifying questions, and presenting ideas or alternatives. For example, if a client wants custom shelves, discussing dimensions, materials, and finishes ensures expectations are clear. Maintaining open communication throughout the project helps build trust and ensures the client's vision is achieved.

Learning New Skills

When I learned to use a circular saw for the first time, I approached it by researching proper techniques and practicing under supervision. Initially, I was nervous, but with patience and repetition, I became confident. This experience taught me the value of persistence and a willingness to learn. Similarly, learning carpentry skills excites me because it combines hands-on practice with creativity, allowing me to master a trade over time.

The Importance of Attention to Detail

Attention to detail is essential in carpentry because even small errors can lead to significant problems. For example, ensuring all measurements are accurate prevents misaligned structures. Sanding and finishing wood properly ensure a smooth and polished look, enhancing the project's quality. This precision not only improves the final product but also demonstrates professionalism and reliability, earning client satisfaction.

How I Plan to Balance Study and Work

To balance my time between studying and work, I plan to create a detailed schedule that allocates specific hours for classes, assignments, and on-the-job tasks. Prioritizing responsibilities and avoiding procrastination will help me stay on track. I will also set aside time for family and self-care to maintain a healthy balance. Clear communication with my employer and instructors about my commitments will help me manage both effectively.

Satisfactory  Not Satisfactory

|  |
| --- |
| Task 4: Making numbers work |
| **Instructions to student**  Complete all questions independently.  Remember to show your workings for those questions where it is indicated in the instructions. |

# Making numbers work

1. A piece of timber measures 4.5 meters in length. Convert this length to centimetres and millimetres.

450cm,4500mm

Satisfactory  Not Satisfactory

1. The dimensions of the room which requires timber flooring are 17m x 5m. Calculate the area of the room. Show how you worked this out.

85m^2

Satisfactory  Not Satisfactory

1. If 25% of roof installation can be done in 5 days, how long will it take to complete the entire roof? Show how you worked this out.

20days

Satisfactory  Not Satisfactory

1. Calculate the area of a triangle shaped timber courtyard, in which, termite barrier solution needs to be applied. The base length of the courtyard is 22 m and its height of 9 m. Show how you worked this out.

99m^2

Satisfactory  Not Satisfactory

1. The SDS states that 5 litres of thinner should be mixed with for 25 Litres of Paint tin. How would you calculate the ratio of thinner to paint?

1:5

Satisfactory  Not Satisfactory

1. 840 timber rafters are required for erecting a timber roof. Consider 20% wastage and calculate the total number of rafters required.

1008

Satisfactory  Not Satisfactory

1. Solve the following multiplication: 3.5 x 2.4.

8.4

Satisfactory  Not Satisfactory

|  |  |
| --- | --- |
| Student Signature: | Date – 18/11/24 |

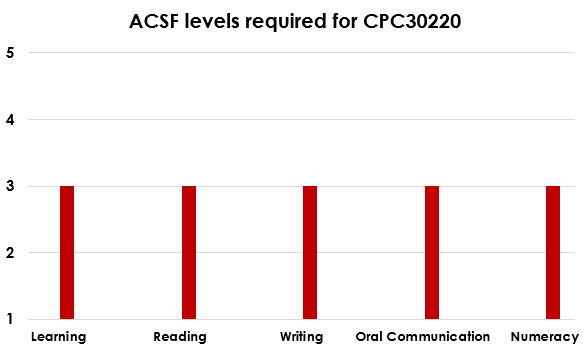
**Core LLN skill assessment summary**

Student’s name: Tanush Date assessed: 18/11/24

Summary of core LLN skills (refer to the ACSF for details of what defines the levels of performance within each skill).

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Support**  Note the level of support given, if any, during assessment | **Notes** | **ACSF level of performance** |
| Learning |  |  |  |
| Reading |  |  |  |
| Writing |  |  |  |
| Oral communication |  |  |  |
| Numeracy |  |  |  |

**Plot student results on spiky profile chart below:**



1. Tasks completed:

1. Notes about educational background:

1. Strengths and weaknesses:

1. Other comments:

1. Recommendations for support (if any):

1. The student has confirmed in the Pre-Training Review, the course they are enrolling in will meet their education and career goals.

Yes  No

**2. FINAL RECOMMENDATIONS**

**Part A**

Based on this LLN Assessment identify student support needs:

|  |  |
| --- | --- |
| Student meets the initial LLN Assessment requirements and will be able to complete the qualification without any support. | Yes  No  If No, specify |
| Student is considered to have a disability, impairment or long term condition | Yes  No  If Yes, specify |
| Student has been identified as having special needs | Yes  No  If Yes, specify |
| Others (Please Specify) |  |
| An Individual Learning plan will be created for this student. | Yes  No  If Yes, specify |

**Part B – Course recommendation**

I have assessed the student’s performance of the test and based on the results obtained, the student:

Has demonstrated they have the required level of ACSF to enable them to complete the course successfully with no support in this area required.

Does not have a required level of ACSF and may require extensive additional support to complete this course successfully. I am referring this student for support that can be offered with possible referral to external agencies if and when required.

Has demonstrated they may require additional support for required ACSF level and I am able to provide this. The student and I will develop an action plan to ensure they are given the opportunity to develop their language, literacy and/or numeracy skills to enable them to complete the course successfully.

|  |  |
| --- | --- |
| Assessed by: | Position |
| Newgen Education Staff Member Signature: | Date - |