

## STUDENT INFORMATION

To understand how students will progress through a particular course, Westvic Staffing Solutions need an understanding of each student's Core Language, Literacy and Numeracy (LLN) Skills. These include the Core Skills in: Learning; Reading; Writing; Oral Communication and Numeracy.

The **Student Core LLN Skills Assessment** is a key component used in identifying student LLN, in comparison to the LLN requirement of a particular course.

The assessment and evaluation of **Student Core LLN Skills** will vary depending upon the type of course being offered, and the assessment requirements. Various methods may be used in this process, which are highlighted during student Registration and in the various course materials (as applicable).

### QUALIFICATION / COURSE WITH ONGOING ASSESSMENT

Student results from the Core LLN Skills Assessment will feed into the **Core LLN Skills Review** and ultimately considered within the Pre-Training Review and Assessment. This will assist in informing us as to the suitability of a particular course for individual students. The Review will also include a meeting with your trainer/assessor where any LLN results will be discussed and various questions asked in an interview to help build a unique student profile. The final Pre-Training Review and Assessment will take into account the following key areas:

- student Core LLN Review results
- student vocational and study goals;
- any previous training;
- student expectations of the training;
- any assistance which the student believes they may need, etc.

To ensure that students are able to make an informed choice of training in a particular area of study, Registration for enrolment information and various course materials are published on the Westvic Staffing Solutions website. Information may also be provided at course information session(s), including but not limited to course fees.

These materials can be accessed at on our website [www.westvic.org.au/do-you-need-training](http://www.westvic.org.au/do-you-need-training), or by contacting the Training Department on 03 5561 9000 or [training@westvic.org.au](mailto:training@westvic.org.au).

### SHORT COURSE (WITH ACCREDITED UNITS)

Student LLN will be evaluated as part of the Registration for enrolment process to ensure that the minimum LLN requirements are met to enable successful completion of the short duration course. Should additional LLN assessment requirements be determined, these will high-lighted on the course information, and will be advised to students via a separate email (as applicable).

## WHAT TO DO NEXT?

If you have Registered for a **Qualification** or **Course with Ongoing Assessment** – please follow the process outlined below to complete the Student Core LLN Skills Assessment (as applicable).

Should you have any questions regarding the Student Core LLN Skills Assessment, please discuss these with us by phone 03 5561 9000 or via email [training@westvic.org.au](mailto:training@westvic.org.au).

## STUDENT CORE SKILLS ASSESSMENT (INSTRUCTIONS)

Assessment via - Online Language, Literacy and Numeracy (LLN) Indicator Quiz

### INFORMATION

This Online LLN Indicator Quiz is used to assess student Core Language, Literacy and Numeracy (LLN) Skills.  
The Core LLN Skills evaluated include: Reading, Writing, Learning, Oral Communication and Numeracy

These are the 5 Core LLN Skills that align with the Australian Core Skills Framework (ACSF) and have been identified as the basic skills that a person needs in the community, classroom and workplace. The Assessment should take between 30 - 60 minutes to complete (depending upon the LLN levels of your course). Please make sure the computer / tablet being used has the sound turned up before you start as some questions use voice and audio recordings. Should you require assistance at any stage, please phone Westvic Staffing Solutions Training Department on 03 5561 9000 or via email at [training@westvic.org.au](mailto:training@westvic.org.au).

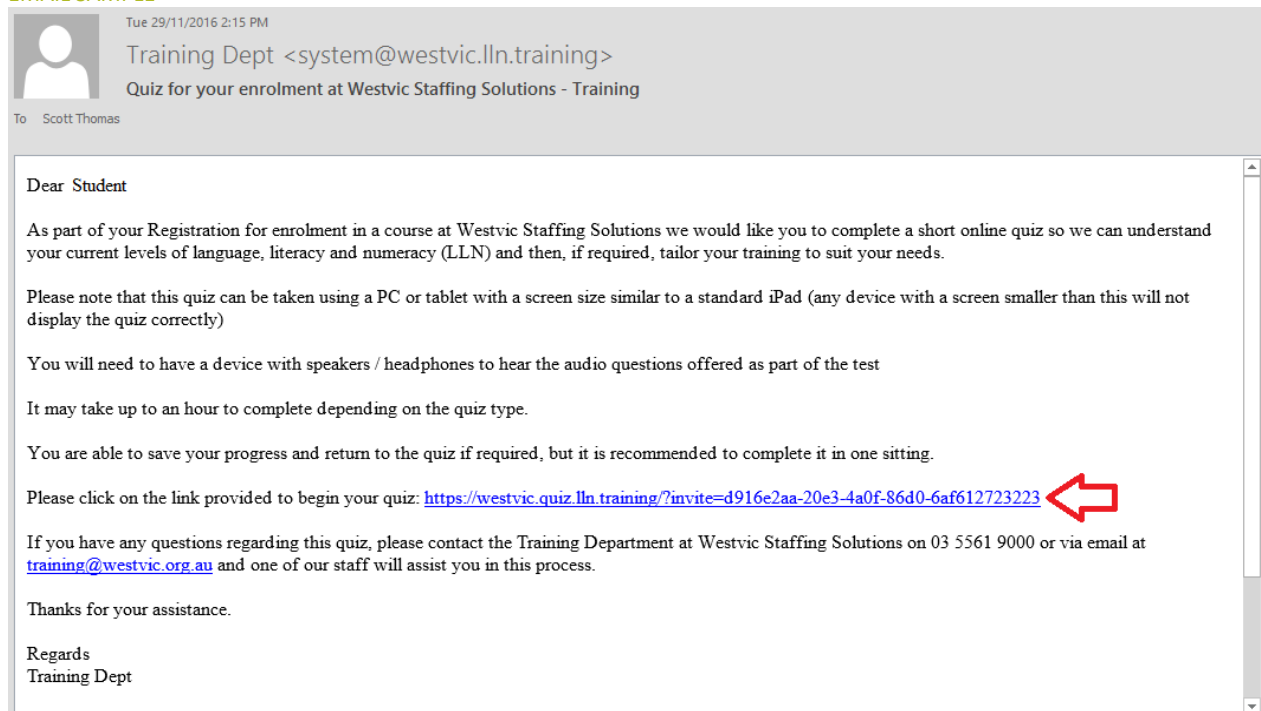
### HOW TO COMPLETE THE TEST?

Once you have completed your Registration for enrolment and this has been processed by Westvic Staffing Solutions, we will send out an email with a specific link that you can use to complete the LLN Online Indicator Quiz.

### STEP 1: Open email and click on Learner Login link

- Open email sent from Westvic Staffing Solutions Training Dept (sender will be [system@westvic.lln.training](mailto:system@westvic.lln.training))
- Your personalised link for the Quiz will be provided in this email (example below)
- Click on the email link to display the Start page in your default browser.

### EMAIL SAMPLE



Tue 29/11/2016 2:15 PM

Training Dept <[system@westvic.lln.training](mailto:system@westvic.lln.training)>  
Quiz for your enrolment at Westvic Staffing Solutions - Training

To: Scott Thomas

Dear Student

As part of your Registration for enrolment in a course at Westvic Staffing Solutions we would like you to complete a short online quiz so we can understand your current levels of language, literacy and numeracy (LLN) and then, if required, tailor your training to suit your needs.

Please note that this quiz can be taken using a PC or tablet with a screen size similar to a standard iPad (any device with a screen smaller than this will not display the quiz correctly)

You will need to have a device with speakers / headphones to hear the audio questions offered as part of the test

It may take up to an hour to complete depending on the quiz type.

You are able to save your progress and return to the quiz if required, but it is recommended to complete it in one sitting.

Please click on the link provided to begin your quiz: <https://westvic.quiz.lln.training/?invite=d916e2aa-20e3-4a0f-86d0-6af612723223>

If you have any questions regarding this quiz, please contact the Training Department at Westvic Staffing Solutions on 03 5561 9000 or via email at [training@westvic.org.au](mailto:training@westvic.org.au) and one of our staff will assist you in this process.

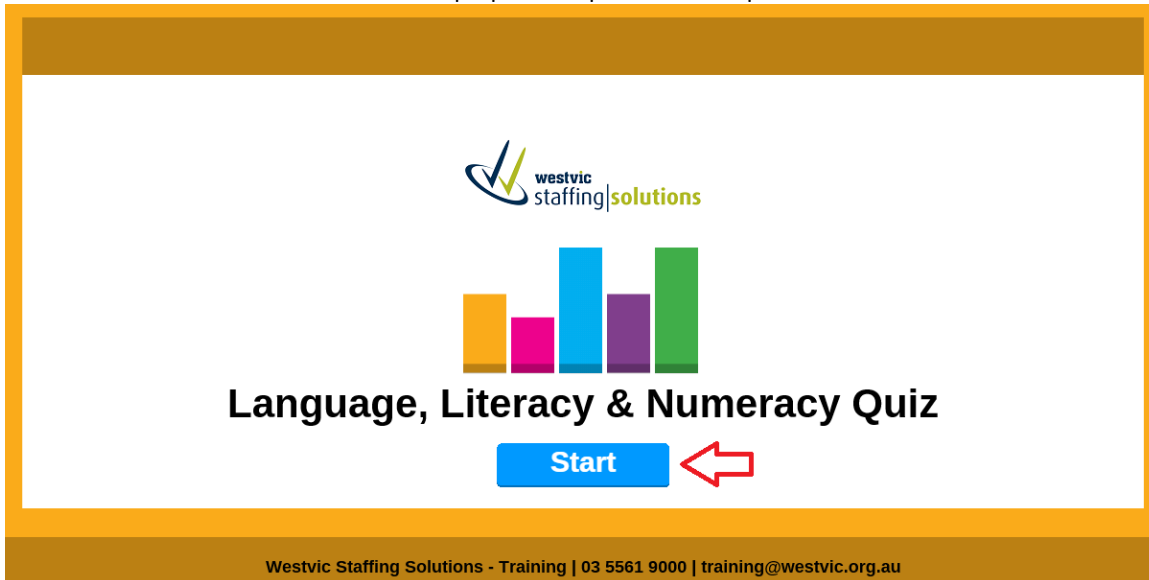
Thanks for your assistance.

Regards  
Training Dept

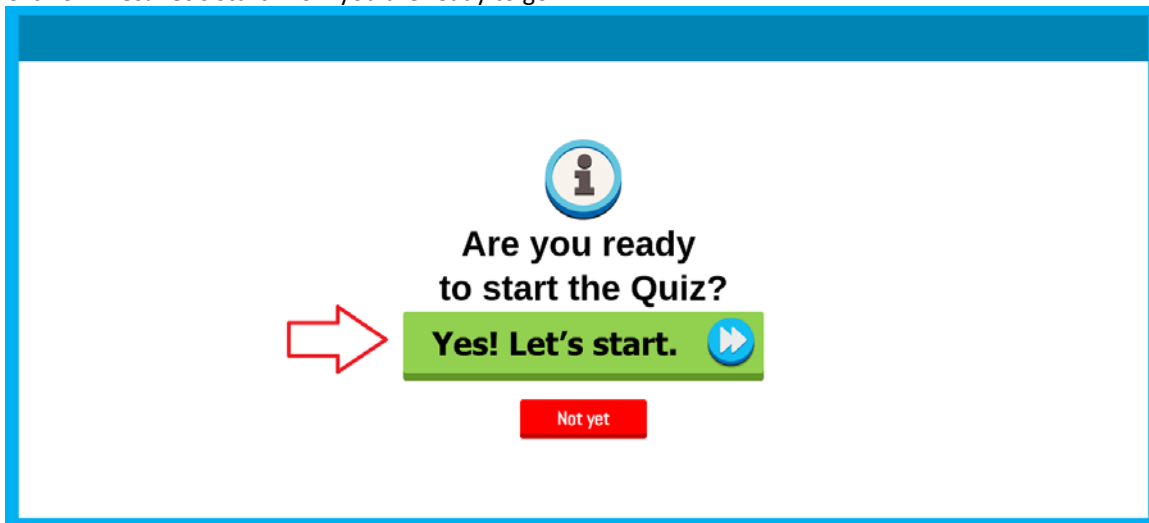
**STEP 2: Prepare for the LLN Quiz**

- Click on the Start button to commence the Quiz
- Read each screen to ensure that you are informed and aware of the system and quiz requirements

Click on “**Start**” button to commence the preparation phase for the quiz.



Click on “**Yes! Let’s start**” now you are ready to go.



**STEP 3: Verify and update your student details**

- Your student and course details are pre-populated on the next 6 screens
- Update any details which are incorrect
- Review your information prior to commencing the quiz (see below).

**Screen 7: Review of your information input**

## Review Your Information

**Learner ID:** A123456XXX  
**First Name:** Student First Name  
**Last Name:** Student Last Name  
**Email:** training@westvic.org.au  
**USI:** A123456XXX  
**Course:** 22216VIC

**Is your information correct?**

No. Make changes

Yes, that's right

If all details are correct, click on “Yes that’s right” otherwise click on “No” and make the necessary changes

**STEP 4: Start LLN Assessment Quiz**

- Read the declaration, then click on the acknowledgement and Continue button
- Please provide a response to each question and submit your results for each screen

Acknowledge the Declaration and then click on continue to proceed with the quiz

**Declaration of Own Work**


I, Student First Name Student Last Name, declare that the answers I submit to the Online Language, Literacy and Numeracy quiz are my own work.


I, Student First Name Student Last Name, will not participate in collusion with other individuals and I will take proper and reasonable care to ensure that my answers are not copied.

I, Student First Name Student Last Name, will not impersonate, or allow myself to be impersonated, by any person for the purpose of completing this assessment.

**Submission**

I, Student First Name Student Last Name, accept that the electronic submission of my assessment constitutes my agreement to the above Declaration of Own Work.

  
 I have read and confirm the above statements.

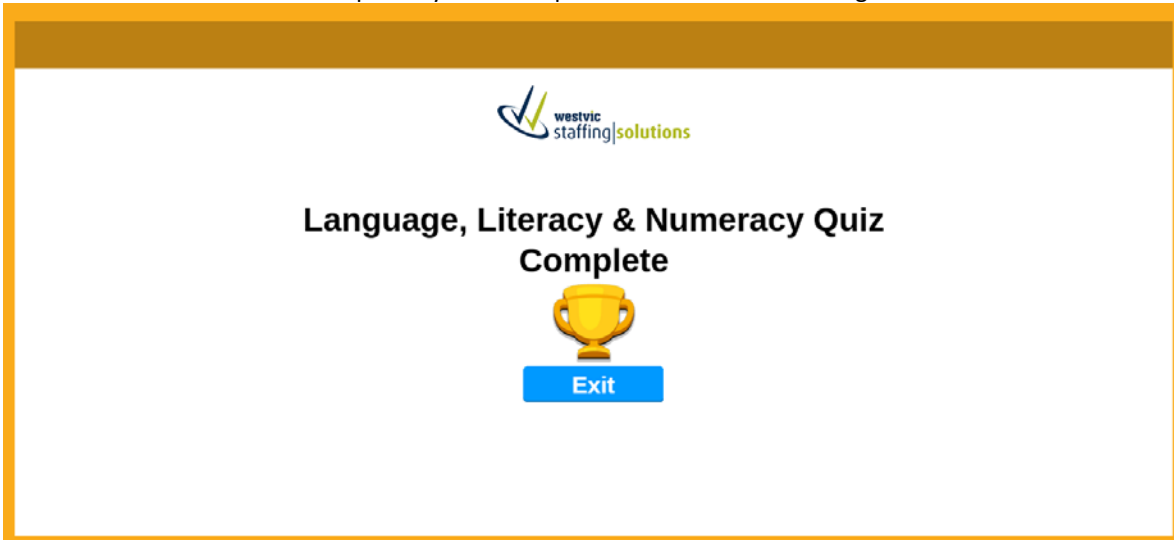
Continue

You can now complete the 5 sections of the quiz to evaluate your LLN

## STEP 5: Submit your LLN Test Results

- At the successful completion of your LLN Test the below screen will be displayed – Congratulations!
- Click on Exit button and you will be re-directed back to the Westvic Staffing Solutions website.

Once all sections have been completed you will be presented with the following screen



Thanks for your participation in this LLN Assessment Quiz.

The results of your Online LLN Assessment Quiz will be discussed with your trainer/assessor.

### Assessment via - Alternative method, as determined

Any alternative method will be identified in the Registration / Course information, as applicable.

Any additional feedback regarding this Assessment can be discussed with the trainer/assessor, or by contacting us on phone 03 5561 9000 or via email at [training@westvic.org.au](mailto:training@westvic.org.au).