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| A self-reflection |
| Target core skillsThis task covers ACSF:* Learning and Reading at Level 2
* Oral communication at Level 1.
 |
| Target audienceThis interview form can be used within any industry. |
| Content coverageThis task requires the candidate to communicate how they view their language, literacy and numeracy (LLN) skills. It also requires candidates to listen to the questions being asked by the assessor and read the assessment form which they can then complete by ticking the appropriate boxes. |
| Instructions to assessorThis interview activity requires the candidate to:* reflect on their LLN skills
* read and complete a self-assessment form.

Put the candidate at ease. Explain that the purpose of the activity interview is to build a picture about the candidate’s LLN skill level to help determine if they have the required skills for a particular course of training, or if support is needed. You could ask the questions orally and complete the form, or ask the candidate to complete the form by ticking the appropriate boxes. Encourage the candidate to feel comfortable and ask questions at any time. |
| ACSF mapping |
| **Question** | **ACSF skill level indicator** | **Domains of Communication** |
| No numbering | 2.01 2.02 2.03 2.04 or 1.07 1.08 | Workplace and employment and/orEducation and training |

# A self-reflection

Tell us about your skills.

|  |  |  |  |
| --- | --- | --- | --- |
| **I can …** | **Yes** | **Sometimes** | **No** |
| 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 |  |  |  |
| fill in a leave form |  |  |  |
| read a staff memo |  |  |  |
| use a computer to email |  |  |  |
| use a calculator for + – x ÷ |  |  |  |
| read a newspaper |  |  |  |
| read a work roster |  |  |  |
| follow instructions for mixing a solution or to follow a recipe |  |  |  |
| read a Google map or street directory |  |  |  |
| read and understand an MSDS |  |  |  |
| use an equipment manual |  |  |  |
| complete a log book |  |  |  |
| write an incident report |  |  |  |

## Assessor notes: