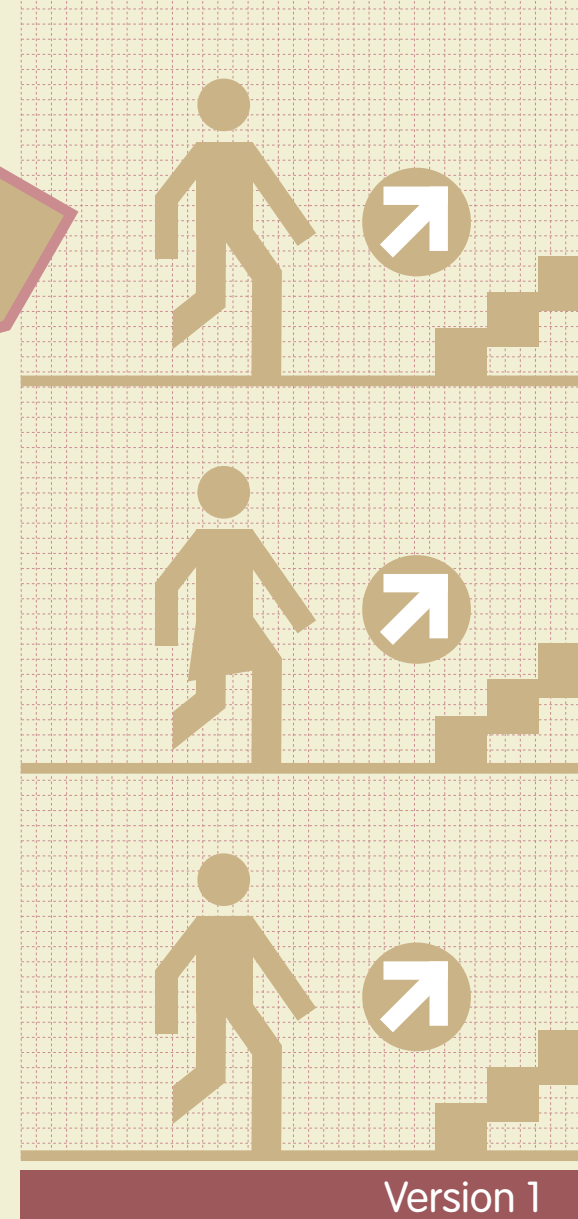
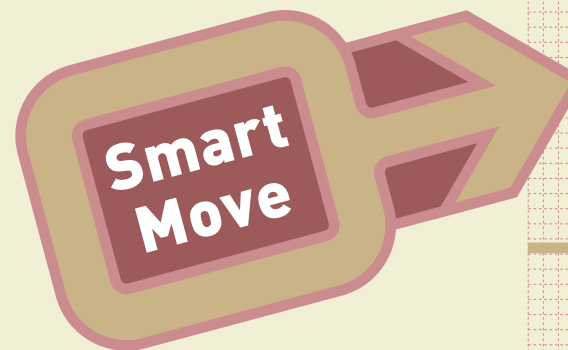


<b>Name:</b>				
<b>Scores</b>				
Literacy Part B	<input type="text"/>	Refer for initial assessment?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Numeracy Part B	<input type="text"/>	Refer for initial assessment?	<input type="button" value="Yes"/>	<input type="button" value="No"/>



## User Booklet Part B

Checking your literacy and numeracy skills  
for use in the workplace

- This tool will help you check your skills in **literacy** and **numeracy**.
- It should take about 10 minutes to answer the questions.
- You can stop at any time if you have difficulty with the questions.
- The assessor will check your answers and discuss with you how you have done.
- You cannot use a dictionary or calculator.

**You will need a pen or pencil.**

# Numeracy

# Literacy

1

You have to dilute chemical cleaner in the ratio:

1 part chemical cleaner : 10 parts water

How much chemical cleaner should you add to 5 litres of water?

Write your answer in the box below.

Answer:

**1** Listen to this answerphone message and circle A, B, C or D to select the correct message to leave on the pad.

**A** Sanjeet is away from his desk between 2:00pm and 3:30pm on Tuesday.

**B** Sanjeet is away from his desk from 9:20am until 3:30pm on Tuesday.

**C** Sanjeet is away from his desk from 9:20am until 2:00pm on Tuesday.

**D** Sanjeet is seeing the bank after 3:30pm on Tuesday.

☐

**2** Your firm purchases a carpet from Belgium.

The carpet costs €4,500.00.

If €1.50 = £1.00, how much will the carpet cost in pounds (£)?

Circle the correct answer.

£300.00

£675.00

£3,000.00

£6,750.00

☐

- 2 There is a spelling mistake in this draft information leaflet. Find the word and write it correctly in the box below.

**The importance of health and safety to your business**

Every business has legal responsibilities to ensure the health and safety of employees and to protect the environment. However, to get maximum benefits, a business should go beyond the minimum requirements of the law when introducing health and safety practices.

Answer:

- 3 A machine in the factory workshop produces bolts with the following lengths:

65.1mm  
64.9mm  
65.2mm  
65.0mm  
64.7mm

What is the median length of bolt produced?  
Circle the correct answer.

64.7mm

65.0mm

65.1mm

65.2mm

64.9mm

- 3** Read the information and then answer the question.  
Circle A, B, C or D to complete the sentence below.

**Health and safety and your business**

Every business has legal responsibilities to ensure the health and safety of employees and other people. However, to get maximum benefits, a business should go beyond the minimum requirements of the law when introducing health and safety practices. Poor health and safety leads to illness and accidents and significant costs for your business. Effective health and safety practices pay for themselves.

Ensuring good health and safety practice

- A** can reduce the cost of running a business.
- B** is not a legal requirement at present.
- C** is solely the responsibility of employees.
- D** requires only minimal changes in working habits.

- 4** Your total overtime for a week amounts to 4 hours and 15 minutes.

What is this time written as a decimal?

Circle the correct answer.

0.25 hours

4.15 hours

4.25 hours

$4\frac{1}{4}$  hours

**4** According to the information below, is it correct that the offer of an interview depends on how good your references are?

Circle the Yes, No or Can't tell box to answer the question.

**After your interview**

Once you have submitted your application, you may have to wait whilst we review it. For some posts, you will be invited to an interview. This is an opportunity for us to find out about your potential and also for you to find out more about the job. If we are happy with your performance in the interview, we will usually request references from your nominated referees. Subject to the references being acceptable, you will normally be offered employment for a trial period.

Yes

No

Can't tell



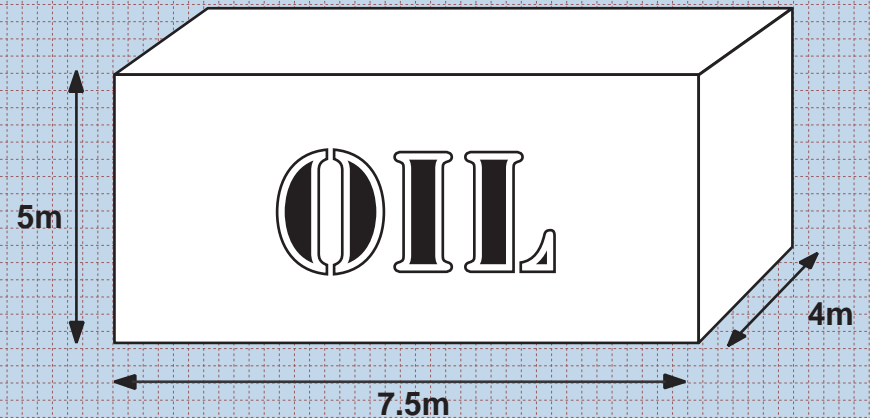
**5** The oil tank at work is shown below.

The formula for the volume of this tank is:

$$\text{VOLUME} = \text{Length} \times \text{Width} \times \text{Height}$$

What is the volume of the oil tank?

Circle the correct answer below.



30m<sup>3</sup>

140m<sup>3</sup>

150m<sup>3</sup>

155m<sup>3</sup>



**NOW ASK YOUR ASSESSOR TO CHECK YOUR ANSWERS.**

5

Circle the best word to join together these two sentences taken from a booklet on safety at work.

**Lifting and carrying**

The lifting, carrying, pushing and pulling of loads can cause a range of injuries to staff, such as back problems and muscular disorders. Failing to protect against the risks of these manual handling activities could result in legal action being taken against the employer.

nevertheless

because

and

although

cut here

Thank you