OPEN TRAINING AND EDUCATION NETWORK

ASSESSMENT OF SKILLS
for placement in
Courses 10749 Certificate 2 in
Foundation English
and 10750 Certificate 2 in Routine
English

ENROLMENT INSTRUCTIONS

To enrol in an ESOL qualification you need to:

1. Complete your Enrolment Application Form ☐
2. Complete your reading and writing tasks (Part A and Part B) ☐
3. Complete your listening tasks (Part C) ☐
4. Attach your Payment or fill in the Exemption section of the Enrolment Application Form ☐

☑ Tick the boxes when you do these 4 things.

Send all these together to:

Student Services
OTEN
51 Wentworth Road
Strathfield NSW 2135
This Assessment of Skills will help us choose the best qualification for you. We want to enrol you in an English qualification that is suitable to you.

**Which qualification do you think is best for you?**

10749 (Level 3) ☐
10750 (Level 4) ☐

Your answer to this question and your Assessment of Skills will help us to enrol you in a qualification that is not too easy and not too difficult for you.

- There are three parts to this assessment:
  - A - Personal details
  - B - Reading and writing
  - C - Listening

- Read the instructions slowly and carefully.

- Please use a pen to write your answers.

- Write the answers **by yourself**. We want to know your level of English so we can enrol you in the best course.

- Please do as much as you can from Part A, Part B and Part C.
# PART A - PERSONAL DETAILS

- Please fill in as much information as you can.

Please PRINT your information or tick the box.

<table>
<thead>
<tr>
<th>PERSONAL DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Name</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>Female</td>
<td>/</td>
<td>/</td>
</tr>
</tbody>
</table>

**Address**

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
</table>

**Phone Number (Home)** (Other Contact Number)

( ) ( )

Please tell us a good day and time when we can phone you

**Your Country of Birth**

When did you arrive in Australia?

**Month**: **Year**: 
Are you an Australian Citizen?  
☐ YES  
☐ NO

Are you a permanent resident?  
☐ YES  
☐ NO

If YES, when did you become a permanent resident? _______

What language(s) do you speak?  

What language(s) do you write?  

EDUCATION

What education and training have you had?

<table>
<thead>
<tr>
<th>Name of Qualification</th>
<th>Overseas</th>
<th>In Australia</th>
<th>Total years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary/Secondary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical/Trade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University degree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What year did you finish school (Primary/Secondary)?    

What year did you finish your other studies?          

Did you learn English before you came to Australia?   

How long did you learn?    
Have you learnt English in Australia? ________

Where? ___________________ How many hours? _______________

Have you learned English at in Australia with TAFE? ______

Name of Qualification __________________________

Where? _________________ When? _______________

Where did you find out about the OTEN qualifications?

<table>
<thead>
<tr>
<th>TAFE information</th>
<th>Friend or family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspaper</td>
<td>ACL</td>
</tr>
<tr>
<td>Centrelink</td>
<td>Other____________</td>
</tr>
</tbody>
</table>

Do you plan to study other courses in the future? Yes ☐ No ☐

Which course would you like to do?

- English for Further Study ....... ☐
- Pronunciation ................. ☐
- Career/Vocational Qualification (eg. Hospitality, Computer skills etc.)... ☐
- University course (eg Engineering, Nursing) ....... ☐
WORK

What work did you do in your country?

What work have you done in Australia?

Are you working now?

What sort of work would you like to do in the future?
PART B - READING and WRITING

- Do as many of these exercises as you can.
- Stop when something is too difficult.

1. You need to withdraw $350.00 from your bank account.

You can use this information for your bank account:

- Account name: Your name
- Your branch: South Gosford
- Branch No: 257
- Account Number: 798 346 81

Please fill in everything you can on this withdrawal form.

<table>
<thead>
<tr>
<th>First Bank NSW</th>
<th>Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bank of New South Wales Limited (ACN 000 963 228)</td>
<td></td>
</tr>
<tr>
<td>Your branch</td>
<td>/ /</td>
</tr>
<tr>
<td>Received the sum of (amount in words)</td>
<td>Signature</td>
</tr>
<tr>
<td>Debit Account Name (block letters)</td>
<td></td>
</tr>
<tr>
<td>Teller</td>
<td>No. of</td>
</tr>
</tbody>
</table>
2. Look at this timetable. It is for trains from Sydney to Lithgow.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>XPT</th>
<th>XPT</th>
<th>XPT</th>
<th>XPT</th>
<th>XPT</th>
<th>Train</th>
<th>Train</th>
<th>Train</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providers</td>
<td>Sydney, Strathfield, Parramatta, Penrith, Katoomba</td>
<td>Sydney</td>
<td>Sydney</td>
<td>Sydney</td>
<td>Sydney</td>
<td>Sydney</td>
<td>Sydney</td>
<td>Sydney</td>
</tr>
<tr>
<td>Operates</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wed/Fri</td>
<td>Thursday</td>
<td>Saturday</td>
<td>Sunday</td>
<td>Mon-Fri</td>
<td>Sunday</td>
</tr>
<tr>
<td>Provides</td>
<td>Countrylink</td>
<td>Countrylink</td>
<td>Countrylink</td>
<td>Countrylink</td>
<td>Countrylink</td>
<td>City Rail</td>
<td>City Rail</td>
<td>City Rail</td>
</tr>
<tr>
<td>Time</td>
<td>7.10 am</td>
<td>7.10 am</td>
<td>7.10 am</td>
<td>7.10 am</td>
<td>7.10 am</td>
<td>4.02 pm</td>
<td>3.59 pm</td>
<td>5.32 pm</td>
</tr>
<tr>
<td>Time</td>
<td>7.21 am</td>
<td>7.21 am</td>
<td>7.21 am</td>
<td>7.21 am</td>
<td>7.21 am</td>
<td>4.13 pm</td>
<td>4.11 pm</td>
<td>5.43 pm</td>
</tr>
<tr>
<td>Time</td>
<td>7.33 am</td>
<td>7.33 am</td>
<td>7.33 am</td>
<td>7.33 am</td>
<td>7.33 am</td>
<td>4.25 pm</td>
<td>4.23 pm</td>
<td>5.54 pm</td>
</tr>
<tr>
<td>Time</td>
<td>7.54 am</td>
<td>7.54 am</td>
<td>7.54 am</td>
<td>7.54 am</td>
<td>7.54 am</td>
<td>4.49 pm</td>
<td>4.47 pm</td>
<td>6.17 pm</td>
</tr>
<tr>
<td>Time</td>
<td>8.50 am</td>
<td>8.50 am</td>
<td>8.50 am</td>
<td>8.50 am</td>
<td>8.50 am</td>
<td>6.02 pm</td>
<td>6.02 pm</td>
<td>7.16 pm</td>
</tr>
<tr>
<td>Time</td>
<td>9.31 am</td>
<td>9.31 am</td>
<td>9.31 am</td>
<td>9.31 am</td>
<td>9.31 am</td>
<td>6.44 pm</td>
<td>6.44 pm</td>
<td>8.05 pm</td>
</tr>
</tbody>
</table>

Now read these sentences about the timetable.

Some are true and some are false. Use a tick ✓ after each sentence to show if it is true or false. Look at the example first.

Example:

The XPT is a Countrylink train

<table>
<thead>
<tr>
<th>True</th>
<th>False</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

The XPT goes to Lithgow on Sundays

Now you tick these:

<table>
<thead>
<tr>
<th>True</th>
<th>False</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

(a) The XPT leaves Sydney at 8.00 am
(b) The XPT arrives in Lithgow at 9.31 am
(c) A City Rail train goes from Brisbane to Lithgow
(d) There are two trains to Lithgow on Sunday
(e) A City Rail train leaves Katoomba at 6.02 pm on Monday.

Now write short answers to the following questions.

(f) What time does the XPT leave Parramatta? ________________

(g) Which days can you get a City Rail train to Lithgow? ___________

(h) When does the train leave Strathfield on Thursday? ___________
3 Read this news item from The Sun-Herald

Student literacy Survey

SCHOOL students across Australia soon will be asked questions to measure their reading, writing, speaking and spelling skills.

Up to 9,000 students from Years 3 and 5 in government, Catholic and independent schools will be involved in the National School English Literacy Survey.

Nearly 3,000 NSW children will be evaluated over six weeks.

The Federal Government wants every child leaving primary school to be able to read, write, spell and communicate at an appropriate level.

The Survey co-ordinator for NSW said 10 students from each participating class would be given a code number and be selected at random by the Australian Council for Education Research.

The students who are chosen will watch videos, take part in discussion groups and give written answers to tests during the survey.

- HEATH GILMORE

THE SUN HERALD, Sunday August 11, 1996 page 24
3 (continued)
Now answer these questions about the news item.
Tick the box next to the best answer for each question.

(a) Which students will be involved in the Literacy Survey?
   ☐ Years 3 and 5
   ☐ All primary students
   ☐ Year 6

(b) When will the survey be done?
   ☐ next month
   ☐ soon
   ☐ in six weeks

(c) How many children from New South Wales will be evaluated?
   ☐ 9,000
   ☐ more than 3,000
   ☐ less than 3,000

(d) How long will it take to evaluate the children?
   ☐ 6 weeks
   ☐ 3-5 years
   ☐ 10 weeks

(e) Which skills will be measured?
   ☐ watching videos
   ☐ reading, writing, speaking and spelling
   ☐ doing tests

Write short answers to the following questions:

(f) What kinds of schools will take part in the survey?
   ____________________________________________________________

(g) How will students be selected by the Australian Council for Education Research?
   ____________________________________________________________
4 Write a short letter to a friend (between 80 and 100 words)

Tell your friend about your life these days.

Use the lines provided on this page.

__________________________________________________________

SIGNATURE DATE