

Minimum LLN skills required for HRD courses

Qualification level	Reading	Writing	Oral communication	Numeracy	
Recommended ACSF level	Example skills and/or understanding that you'll need to have in a rail infrastructure or rail signalling setting. These are an indication only. They're not a substitute for a formal LLN assessment based on the Australian Core Skills Framework (ACSF)				
Certificate II ACSF 2	<p>Be able to read, understand and follow:</p> <ul style="list-style-type: none"> workplace messages, safety instructions and the like. detailed instructions, such as how to safely operate machinery. <p>Be able to locate specific information in a set of instructions or notes.</p>	<ul style="list-style-type: none"> Enter routine workplace data by following a process. Write brief, routine reports (eg incident report). Complete different forms that need routine data inserted (eg WHS records). 	<ul style="list-style-type: none"> Listen to short, clear instructions and ask questions to clarify. Explain routine procedures to others. Report a problem/hazard to others (eg supervisor). Discuss a work process with co-workers Communicate clearly and accurately using a radio. 	<p>You can identify and use at a simple level:</p> <ul style="list-style-type: none"> whole numbers, money, simple fractions and decimals familiar measures of length, mass, volume and temperature familiar data in graphs and tables 2D and some 3D shapes. 	ACSF Level 2 skills
Certificate III/ Certificate IV and UETDRRF06B Perform rescue from a live LV panel ACSF 3-4	<p>Be able to:</p> <ul style="list-style-type: none"> locate, select and apply procedures (eg SoP) access information in different formats read and interpret diagrams related to familiar workplace operations 	<p>At a higher level than required by Certificate II:</p> <ul style="list-style-type: none"> accurately write a detailed, but routine report complete workplace forms/records accurately and legibly using correct terminology 	<ul style="list-style-type: none"> Deliver a short, prepared talk to co-workers and respond to questions. Listen to detailed, sequenced instructions of several steps and ask questions to clarify. Communicate clearly, succinctly and accurately using a radio. Participate in a discussion and negotiation. 	<p>In addition to the above, you can:</p> <ul style="list-style-type: none"> calculate with whole numbers, everyday fractions, decimals and percentages measure, estimate and calculate length, perimeter, mass, volume, time identify and estimate common angles work with common plans and diagrams. 	ACSF Level 3 skills

Minimum LLN skill requirements

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Certificate IV/ Diploma and UEPOPS349B Operate Local HV switchgear ACSF 4	<ul style="list-style-type: none"> ▪ Identify and extract critical information from complex texts or diagrams. ▪ Analyse, compare and contrast information from a number of sources. ▪ Analyse and evaluate data to make recommendations for addressing identified problems. 	Has the skill to write or document: <ul style="list-style-type: none"> ▪ clear, detailed, sequential instructions ▪ a complex work instruction ▪ a detailed (technical) report for a particular audience ▪ a detailed action plan for a project. 	Complex skills showing that you can: <ul style="list-style-type: none"> ▪ provide structured feedback ▪ explain a workplace procedure to a group ▪ sequence complex technical instructions to ensure own/others understanding ▪ lead or actively participate in workplace meetings. 	Identify, interpret and comprehend: <ul style="list-style-type: none"> ▪ fractions, decimals, percentages ▪ ratio, rates, proportions ▪ positive and negative numbers ▪ numbers as powers ▪ routine formulae ▪ 2D/3D shapes ▪ Detailed maps, plans and diagrams ▪ Statistical data. 	ACSF Level 4 skills