



# LANGUAGE, LITERACY AND NUMERACY ASSESSMENT

CHC41015

## Certificate IV in Celebrancy

Applicants are required to complete this language, literacy, numeracy (LLN) assessment prior to undertaking any accredited training with Life Skills Training. The purpose of this assessment is to check your proficiency to undertake the Certificate IV level qualification, and to assess if you are likely to require additional support to complete the qualification.

Please answer all questions to the best of your ability, without any external help. You may use a calculator although it is not required; if you are not sure of the answer to a question, don't worry, just move on to the next one. You are welcome to draft your answers on additional paper if you want to.

Once you have completed the LLN it will be assessed by an approved staff member of Life Skills Training.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_



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**Writing**

Tell us in writing, in the space provided below (using the entire space – minimum 300 words), why you are applying to undertake the Certificate IV in Celebrancy and become a celebrant; you might like to tell us about your background and former experience, and what has led you to this decision. There is no right or wrong answer; we just need to see how you construct your sentences, your use of grammar and your general written aptitude.

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**Numeracy**

Please answer the following questions.

1. A couple book you to be their wedding celebrant. If your service fee is \$500.00 and the deposit required to secure their booking is 50%, how much will the deposit be?
2. The couple have to cancel their booking with you. Your cancellation policy states that there is a cancellation fee of 40% of the full service fee. How much would the cancellation fee be?
3. Are you required to refund any of their initial deposit? If yes, how much?
4. You are meeting with a couple at 10.30am and it takes 45 minutes to drive there from your home. At the latest, what time do you need to leave home by to arrive in time for your meeting?
5. You have had a phone call from another couple that would like to meet with you on the same day as your current appointment. You decide that you will meet with them straight after your first appointment. They live 1 hour away from your first appointment. Allowing 1.5 hours for meeting with the first couple plus the travel time to your second appointment, what is the earliest time you can you meet with the second couple?
6. You have now performed 7 ceremonies at \$500 per ceremony. You also have taken bookings for another 3 ceremonies, yet to be held, with deposits paid. How much money have you been paid?
7. You have been asked to conduct a ceremony that is 84kms away from your home. This distance is outside of your 50km radius and you have a travel rate of \$0.68 per kilometer over the 50kms you allow for. How much will your travel fee be for you at officiate this ceremony? (Tip: remember to consider travel both to and from your home)

**Reading Comprehension**

Please read the following extract from the Guidelines on the Marriage Act 1961 for Authorised Celebrants 2018 and complete the following reading comprehension activities.

4.2 NOTICE OF INTENDED MARRIAGE

Section 42 of the Marriage Act requires the parties to an intended marriage to give the celebrant at least one month's written notice prior to the solemnisation of the marriage. This notice is known as the Notice of Intended Marriage (NOIM).

4.2.1 How can a celebrant obtain a Notice of Intended Marriage?

The form of the NOIM has been approved by the Attorney-General. Copies of the NOIM are available on the Attorney-General's Department's website and can also be purchased from CanPrint Communications. See paragraph 119(3)(c) of the Marriage Act. The NOIM must be completed according to the instructions on the form. Authorised celebrants must not agree to

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marry a couple with less than one month’s notice (unless a shortening of time has been approved by a prescribed authority) or falsify the dates on the NOIM to make it appear as if one month’s notice was given. Subsection 99(1) of the Act provides that authorising a marriage in contravention of the requirements in section 42 of the Act is an offence. For further information on offences, refer to Part 12 of these guidelines.

**4.2.2 When the NOIM must be received**

The NOIM must be given to the celebrant no earlier than 18 months and no later than one month before the date of the marriage. A notice expires after 18 months, and a marriage must not be solemnised if the NOIM was received more than 18 months before the date of the proposed marriage. Parties are encouraged to produce their evidence of date and place of birth as well as evidence of identity and the end of any previous marriage (if relevant) at the time of giving the NOIM. However, these documents may be produced at any time before the marriage is solemnised. For the purposes of complying with the timeframes required for giving the NOIM, it is sufficient for a celebrant to sight scanned (emailed) or faxed copies of the documents at the time of giving the NOIM, provided the originals are sighted by the celebrant before the marriage is solemnised.

1. What does the acronym NOIM stand for?
  
2. When must the NOIM be received by a celebrant?
  
3. What evidence are parties encouraged to provide at the time of giving the celebrant their notification of intent to marry?
  
4. Is the request to shorten the time of the NOIM given automatic approval?
  
5. In which part of the Guidelines on the Marriage Act 1961 would you find information about offences against the Marriage Act?
  
6. Are you able to back date/post date the NOIM to indicate that the parties gave you the required timeframe of at least one month’s notice?
  
7. Where can a celebrant purchase the Notice of Intended Marriage forms from?

**Self Evaluation**

Please answer the following questions.

**Writing Skills:** I am able to complete writing tasks. For example:

Writing several pages	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Writing emails or letters	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completing administration forms/paperwork	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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**Reading Skills:** I can read and understand various texts. For example:

Administration forms/paperwork	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emails	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Health and Safety instructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business documents and reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Numeracy Skills:** I am able to perform calculations as required. For example:

Basic money calculations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Using a calculator for a range of simple sums	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Basic arithmetic without a calculator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Working with budgets and financial plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Language Skills:** I can write down information when I am told the details verbally. For example:

A complex telephone message	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Complex instructions about a task to be completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recording minutes/information during a meeting	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Computer Skills:** I am confident...

using email	<input type="checkbox"/> Yes	<input type="checkbox"/> No
using the internet to search for information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
with basic word processing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
with basic spreadsheets	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I have access to or can acquire...

a computer	<input type="checkbox"/> Have	<input type="checkbox"/> Will acquire
internet	<input type="checkbox"/> Have	<input type="checkbox"/> Will acquire
email	<input type="checkbox"/> Have	<input type="checkbox"/> Will acquire
Microsoft Word	<input type="checkbox"/> Have	<input type="checkbox"/> Will acquire
Microsoft Excel	<input type="checkbox"/> Have	<input type="checkbox"/> Will acquire
Adobe Acrobat Reader	<input type="checkbox"/> Have	<input type="checkbox"/> Will acquire

In a few sentences please describe your experiences using computers.

### **Anything else?**

Do you wish to provide any further information that you feel would assist us in making an assessment of your language, literacy and numeracy skills? If yes, please provide details below:

### **Student declaration**

I understand that the information in this assessment will be used to determine any additional support I may require in order to complete the course successfully. I declare that I have completed this test on my own and to the best of my ability and am aware that the test results will be used to determine my current level of language, literacy and numeracy skills.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_