

# Practice Attitude

# QUIZ

**Community Recreation**

## Community Recreation

### Practice Aptitude Quiz

It is critical for young people to build their career management skills so they can make informed choices regarding their study and training options and navigate a pathway towards their occupation and career of choice.

This career development resource combines labour market information with a practical industry specific activity to help develop awareness about the skills needed to pursue a career pathway in the Community Recreation sector.

### PART 1: About the Community Recreation sector

The combined Community Recreation, Fitness, Outdoor Recreation and Sport sectors contribute to maintaining and improving the health of the community. The Community Recreation sector covers community based organisations, local government, active recreation and sport organisations that provide community activity and recreation needs.

- 2. Key occupation information** (Sources: Job Outlook - [www.joboutlook.gov.au](http://www.joboutlook.gov.au); and Australian Jobs 2011 - <http://www.deewr.gov.au/Employment/ResearchStatistics/Documents/AustralianJobs.pdf>).

#### Weekly average earnings for major occupations:

**Note:** The average weekly earnings are indicative only and vary considerably depending on date data was collected as well as the location, skill levels and number of years of experience employees possess.

- |  |                                      |
|--|--------------------------------------|
| > Activity Instructor - \$1,100            | > Customer Service Assistant - \$750 |
| > Aquatic Leisure Centre Assistant - \$750 | > Recreation Coordinator - \$900     |
| > Activity Assistant - \$750               | > Pool Lifeguard - \$750             |
| > Recreation Officer - \$1,200             | > Swim Instructor - \$775            |
| > Program Administrator - \$1,265          |                                      |

## Jobs and demand information

**Activity Assistants** help conduct recreation events or activities and may undertake reception work in a recreation facility. They may assist with preparation of sessions and provide and maintain equipment for activities.

- > Job prospects - Above average
- > Weekly earnings - \$650
- > Occupation size - 22,100

Potential entry level qualifications:

- > Certificate II in Community Activities
- > Certificate III in Community Activity Programs
- > Certificate IV in Community Recreation

**Aquatic Leisure Centre Assistants** work with clients and help with the planning, promotion maintenance and operation of the activities and facilities of an aquatic leisure centre. They may be involved in scheduling the range of activities and classes offered by the centre and provide reception and customer service assistance.

- > Job prospects - Good
- > Weekly earnings - \$750
- > Occupation size - 22,200

Potential entry level qualifications:

- > Certificate II in Community Activities
- > Certificate III in Community Activity Programs
- > Certificate IV in Community Recreation

**Program Instructors** work in a community recreation environment providing coaching and instruction to a diverse range of participants in dance, self defence and community fitness programs. They may specialise in working with people with disabilities or older people.

- > Job prospects - Above average
- > Weekly earnings - \$1,100
- > Occupation size - 213,000

Potential entry level qualifications:

- > Certificate II in Community Activities
- > Certificate III in Community Activity Programs
- > Certificate IV in Community Recreation

**Recreation Officers** plan, organise and coordinate recreation facilities and programs. These can range from school holiday programs, to arts and craft activities and sporting events. They may develop proposals, apply for funding, find venues, organise volunteers and run programs. Recreation Officers are also employed by local councils and community recreation centres.

- > Job prospects - Good
- > Weekly earnings - \$1,020
- > Occupation size - 20,700

Potential entry level qualifications:

- > Certificate IV in Community Recreation

## About the qualifications

Every qualification includes an emphasis on “Employability Skills” or the skills that employers identify as playing a significant part in contributing to an individual’s effective and successful participation in the workplace.

Employability skills are non-technical skills. They are also sometimes referred to as generic skills, capabilities, enabling skills or key competencies. The Employability Skills are:

- > **Communication skills** that contribute to productive listening and understanding, speaking clearly and directly and harmonious relations across employees and customers;
- > **Teamwork skills** that contribute to productive working relationships and outcomes;
- > **Problem-solving skills** that contribute to productive outcomes;
- > **Initiative and enterprise skills** that contribute to innovative outcomes;
- > **Planning and organising skills** that contribute to long and short-term strategic planning;
- > **Self-management skills** that contribute to employee satisfaction and growth;
- > **Learning skills** that contribute to ongoing improvement and expansion in employee and company operations and outcomes;
- > **Technology skills** that contribute to the effective performance of tasks.

### 3. Career Pathways Websites

- > Service Skills - Qualifications and Job Roles - [www.serviceskills.com.au/sites/default/files/RetailQualsChartWEB.pdf](http://www.serviceskills.com.au/sites/default/files/RetailQualsChartWEB.pdf)
- > Australian Apprenticeships Pathways - view potential career pathways for this industry - [www.aatinfo.com.au/default\\_job.cfm?u=41](http://www.aatinfo.com.au/default_job.cfm?u=41)

Other useful careers sites are:

- > Service Skills Careers - [www.serviceskills.com.au/careers/employees-job-seekers](http://www.serviceskills.com.au/careers/employees-job-seekers)
- > My Future - [www.myfuture.edu.au](http://www.myfuture.edu.au)
- > Job Guide - [www.jobguide.thegoodguides.com.au](http://www.jobguide.thegoodguides.com.au)
- > Career Factsheets - [www.ncdw.com.au/index.php/Career-Factsheets.html](http://www.ncdw.com.au/index.php/Career-Factsheets.html)

### 4. Job Hunting

**Job vacancy website:**

- > Australian Jobsearch - [www.jobsearch.gov.au/findajob/advancedsearch.aspx](http://www.jobsearch.gov.au/findajob/advancedsearch.aspx) The Australian Government's job site. Input your postcode, select the Occupation Category "Health, Fitness, Hair and Beauty", scroll down to the "Additional Search Criteria" section and click on "Apprenticeships/ Traineeships", then click on the "Find Jobs" button.

**Job hunting hints and labour market information:**

- > Australian Apprenticeships Pathways - [www.aapathways.com.au](http://www.aapathways.com.au) click on "Search" to find potential Australian Apprenticeships occupation ideas. You can also find Job Hunting hints in the "Self Help" menu item.
- > My Future: Labour Market Information - [www.myfuture.edu.au/services/default.asp?FunctionID=5400](http://www.myfuture.edu.au/services/default.asp?FunctionID=5400) Click on the map or use the drop down menu to find general labour market information for your region including 'top occupations and incomes'. Data is based on the most recently available census.

### 5. Useful Contacts

**Here are some links to a range of support services, organisations and government agencies that may help with careers research and job hunting:**

**Support services:**

- > Search for your local Australian Apprenticeships Centre - [www.aapathways.com.au/search\\_aac.cfm](http://www.aapathways.com.au/search_aac.cfm)
- > Group Training Organisations employ Australian Apprentices and places them with businesses. [www.grouptraining.com.au](http://www.grouptraining.com.au)
- > Job Services Australia providers work with eligible job seekers to develop an individually tailored Employment Pathway Plan. The plan maps out the training, work experience and additional assistance needed to find job seekers sustainable employment. [www.jobsearch.gov.au/provider/ProviderLocation.aspx?ProviderType=JNS&](http://www.jobsearch.gov.au/provider/ProviderLocation.aspx?ProviderType=JNS&)

## 5. Useful Contacts - continued

### Industry Organisations:

- > Service Skills Australia - [www.serviceskills.com.au](http://www.serviceskills.com.au)
- > AustSwim Australia - [www.austswim.com.au/AboutUs.aspx](http://www.austswim.com.au/AboutUs.aspx)
- > The Aquatic and Recreation Institute (ARI) - [www.aquaticinstitute.com.au](http://www.aquaticinstitute.com.au)
- > The YMCA - [www.ymca.org.au](http://www.ymca.org.au)
- > Royal Life Saving Society of Australia (RLSSA) - [www.royallifesaving.com.au](http://www.royallifesaving.com.au)

### Government Agencies:

- > Australian Sports Commission - [www.ausport.gov.au](http://www.ausport.gov.au)
- > A Healthy and Active Australia - [www.healthyactive.gov.au](http://www.healthyactive.gov.au)
- > Australian Sports Foundation (ASF) - [www.asf.org.au](http://www.asf.org.au)
- > 'Go for your life' is a Victorian Government initiative - [www.goforyourlife.vic.gov.au](http://www.goforyourlife.vic.gov.au)

## Part 2: About this Resource

# QUIZ

### Guidance

This Practice Aptitude Quiz is intended to be a general illustration of some of the key learning standards required of people attempting an Australian Apprenticeships entry level qualification in the Community Recreation sector.

The Quiz focuses on literacy and numeracy questions contextualised to this specific industry.

This Quiz has been developed with the assistance of industry, Registered Training Organisations and the secondary school sector as a careers resource.

The Quiz can be used by a number of different organisations and people such as careers practitioners with young people, and Group Training Organisations and Job Services Australia providers with job seekers. The Practice Aptitude Quiz can be:

- used by careers practitioners with individuals or in a class setting to provide general guidance on the level of study involved in undertaking an entry level qualification in these industries;
- provided to people to enable them to practice their skills before sitting an actual aptitude test;
- used by mathematics teachers as a guide to industry math requirements at the entry point of this particular Australian Apprenticeship career path;
- used by teachers as classroom based activities for students.

This Quiz does not cover aspects such as general knowledge or complex problem solving or reasoning skills. The level of reading, writing and arithmetical skills assessed by this Quiz is equivalent to that of a typical young person at Year 10 level.

Please note that rates quoted in this assessment for various items, including pay rates, are not meant to reflect today's values, but are used purely for mathematical purposes.

The Quiz should be able to be completed in approximately 60 minutes.

Answers can be found at the end of the Quiz.

### After the Quiz

There are a range of support services available to help you find out about courses that may help you improve your literacy and numeracy skills and also your readiness for work.

If you are still at school you should discuss any concerns you may have with your career practitioner. Further information may also be provided by a Job Services Australia provider, an Australian Apprenticeships Centre, a Group Training Organisation or a training provider.

## Useful Contacts

Here are some links to job seeker support services:

- > Search for your local Australian Apprenticeships Centre - [www.aapathways.com.au/search\\_aac.cfm](http://www.aapathways.com.au/search_aac.cfm)
- > Find a local Group Training Organisation - [www.grouptraining.com.au/Find/find\\_gto.html](http://www.grouptraining.com.au/Find/find_gto.html)
- > Job Services Australia providers work with eligible job seekers to develop an individually tailored Employment Pathway Plan. The plan maps out the training, work experience and additional assistance needed to find job seekers sustainable employment - [www.jobsearch.gov.au/provider/ProviderLocation.aspx?ProviderType=JNS&](http://www.jobsearch.gov.au/provider/ProviderLocation.aspx?ProviderType=JNS&)



## Part 3: The Quiz

### Section 1 - Literacy, Reading and Comprehension

1. Here are some words you might find in the Community Recreation sector. Write them in alphabetical order.

Quality	
Operate	
Ethical	
Program	
Individual	
Facility	
Mobility	
Diversity	
Context	
Recreation	

2. Below is a list of some exercise and recreational activities. Write them in alphabetical order.

Walking	
Swimming	
Aerobics	
Dancing	
Horse riding	
Bowling	
Surfing	
Gymnastics	
Yoga	
Rock climbing	

## Comprehension

3. Read the following passage and answer the questions that follow.

### The Australian Human Rights Commission - Information for Young People

You don't have to put up with being treated unfairly because you're young. There are laws to protect you against discrimination, harassment and bullying. These laws apply right across Australia. If you have a complaint, the Australian Human Rights Commission can look into it. We will talk to the people involved and help you work out a solution. Our aim is to help you deal with your complaint quickly and with the minimum of fuss. Our complaint handling service is free of charge.

#### What can I complain about?

The Commission can investigate complaints of discrimination, harassment and bullying that happened because of your: sex, including pregnancy, marital status and sexual harassment; disability, whatever it is; race; colour; national or ethnic background; age; sexual preference; criminal record; trade union activity or; political opinion (in employment only).

It is against the law to be discriminated against in employment; at school, TAFE or university; getting or using services; going to public places, renting accommodation, playing sport and in other parts of public life."

Source: [www.hreoc.gov.au/complaints\\_information/young\\_people.html](http://www.hreoc.gov.au/complaints_information/young_people.html)

Answer these questions by circling the correct response:

- a. The laws that protect people against discrimination, harassment and bullying apply only to older people.
  - i. True
  - ii. False
  
- b. The laws that protect people against discrimination, harassment and bullying apply:
  - i. In your town
  - ii. All over Australia
  - iii. Worldwide
  
- c. The Human Rights Commission investigates complaints:
  - i. For a fee of \$100
  - ii. For a fee worked out according to your income
  - iii. Free of charge

- d. **The Human Rights Commission is not concerned with Disability matters:**
- i. True
  - ii. False
- e. **You can discriminate against people who have a criminal record.**
- i. True
  - ii. False

4. **Read the following passage and answer the questions that follow.**

### Sports Ability

‘Sports Ability’ is an exciting inclusive games program developed by the Australian Sports Commission (ASC) to encourage people with disability to get involved and participate in sport and active recreation. ‘Sports Ability’ has two main aims:

1. To provide people delivering sport or physical activities with more ways of including people with disability.
2. A means for people with and without disability to interact in a sporting environment.

‘Sports Ability’ is appropriate for everyone including:

- > People with or without disability
- > Young people through to senior citizens.

‘Sports Ability 2’ is the latest addition of the ‘Sports Ability’ program.

The ‘Sports Ability’ program includes the following games, these games can be used developmentally or to provide new pathways in disability sport:

- > **Boccia (Paralympic sport)** - A bowls-type target game played at the Paralympics suitable for all abilities, and provides an ideal vehicle for inclusion.
- > **Goalball (Paralympic sport)** - An exciting invasion game developed for players who have a vision impairment that introduces new challenges to both sighted and vision-impaired players.
- > **Sitting volleyball (Paralympic sport)** - A sport for players who cannot participate in standing volleyball. As all players remain seated during play, sitting volleyball is an excellent inclusive game.
- > **Polybat** - An accessible version of table tennis, particularly useful for young players who have coordination and control impairments.
- > **Table cricket** - A dynamic table version of cricket for players of all abilities, but specifically those with complex or higher support needs. It retains the three main elements of cricket - batting, bowling, and fielding - as well as most of the rules.

- > **Targeting and bean bag games** - A range of individual, cooperative and competitive games.
- > **Traditional Indigenous games** -Traditional Indigenous games that can be adapted and modified.

Source: [http://www.ausport.gov.au/participating/disability/get\\_involved/sports\\_ability](http://www.ausport.gov.au/participating/disability/get_involved/sports_ability)

**Answer these questions by circling the correct response:**

- a. **'Sports Ability' encourages people with a disability to:**
  - i. Think about participating in the Paralympic games
  - ii. Participate in sport and active recreation
  - iii. Join a Seniors Club
  
- b. **'Sports Ability' is for:**
  - i. Only people with a disability
  - ii. People with or without a disability
  - iii. People under 25 years with or without a disability
  
- c. **Boccia (Paralympic sport) is:**
  - i. An invasion game for those who have vision impairment
  - ii. Traditional Indigenous game
  - iii. A bowls-type target game
  
- d. **Polybat is a version of:**
  - i. Table Tennis
  - ii. Volleyball
  - iii. Cricket

**5. Read the following passage and answer the questions that follow.**

***Seniors stay healthy***

There are four main types of exercise and seniors (people over 60) need some of each:

- > Endurance activities - like walking, swimming, or riding a bike - which build "staying power" and improve the health of the heart and circulatory system;
- > Strengthening exercises - which build muscle tissue and reduce age-related muscle loss;
- > Stretching exercises - to keep the body limber and flexible;
- > Balance exercises - to reduce the chances of a fall.

**Why Is Physical Activity Such a Big Deal?**

Being physically active helps older adults to continue to do the things they enjoy and stay independent as they age. Regular physical activity over long periods of time can produce long-term health benefits. That's why health experts say that older adults should be active every day to maintain their health. In some cases, exercise is an effective treatment for many chronic conditions. For example, studies show that people with arthritis, heart disease, or diabetes benefit from regular exercise.

Exercise also helps people with high blood pressure, balance problems, or difficulty walking. One of the great things about physical activity is that there are so many ways to be active. Many physical activities - such as brisk walking, raking leaves, or taking the stairs whenever you can - are free or low cost and do not require special equipment.

Source: [www.nia.nih.gov/HealthInformation/Publications/ExerciseGuide](http://www.nia.nih.gov/HealthInformation/Publications/ExerciseGuide)

**Answer the following questions.**

**a. What are the four main types of exercise that seniors need to stay healthy?**

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**b. How often should older adults be physically active to maintain health according to Health experts?**

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c. List three health conditions which can improve with regular exercise?

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d. What are two example of free or low cost exercise?

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6. There are 5 spelling errors in the passage below. Circle the errors, and then write the correct spelling for each word in the table provided.

Being physikally active is important for the healthy growth and development of our children. When children participate in recreation and exercise at a local community centre, gym, or swimming pool it is great for their health, but also it might have added benefits. Children might make new friends, as well as develop valable life skills such as co-operation, discipline, repect and tolerance.

Spell the words correctly	
a.	
b.	
c.	
d.	
e.	

7. There are four spelling mistakes in the information below. Circle the misspelt words and write the correct spelling in the space provided.

### Rock Climbing Etiquette

Rock Climbing involves certan risks and climbers are expected to be responsible to ensure safety. Three important gidelines are:

1. Be considrate to other climbers.
2. Lern to wait for your turn.
3. Do not pressure other climbers to rush their climb

Spell the words correctly	
a.	
b.	
c.	
d.	

8. Read the rock climbing risk and risk minimisation information below and then answer the questions that follow.

RISK	RISK MINIMISATION
Climber falls from height or detaches from climbing end of the rope.	Ensure proper fitting of equipment. Use a <i>tried and tested</i> attachment system, with the most secure threading and quality locks.
Climber falls at start of climb, and gets sufficient rope stretch to contact the floor.	Install a very thick (60mm or more) landing surface to prevent a head injury from falls from 1.8 metres.
Climber's hair, jewellery or clothing becomes entangled.	All jewellery to be removed. Long hair to be firmly tied back. Clothes to be tucked into the harness.

a. What type of floor surface should be used at an indoor rock climbing centre and why?

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b. A climber should have their hair tied back, but it would be ok to wear a watch. Answer Yes or No.

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c. What is the risk if quality locks are not used?

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9. Read the passage below and answer the questions that follow.

Magda has enquired at her local Aquatic Centre about the qualifications required to become a Life Guard. Centre staff provided the following information to Magda.

To become a Life Guard at this centre you must complete two qualifications:

- > The first is the Senior First Aid certificate which includes the following four subjects: Provide First Aid; Perform Cardio Pulmonary Resuscitation (CPR); Provide Basic Emergency Life Support; and Apply First Aid.
- > The second qualification is simply called Pool Life Guard and includes the following three subjects: Respond to an Aquatic Emergency using Basic Water Safety Techniques; Supervise Clients at an Aquatic Facility or Environment; and Respond to an Aquatic Emergency using Advanced Water Rescue Techniques.

In both qualifications the teaching strategies include practical demonstration, discussion and debate, case studies, simulation and problem solving.

It all seemed quite complex, so Magda decided to do some background research before starting the qualifications.

From her research, Magda found out:

- > The definition of First Aid is the provision of emergency care for injury or sudden illness before medical care is available.
- > There are five main aims of First Aid: preserve life; prevent further injury; protect the unconscious; promote recovery; and get medical help.
- > That the First Aid training involved instruction on how to check a patient's signs of life; that adults, children and infants had different heart rates (beats per minute); and that adults and infants had different breathing rates which are measured as breaths per minute.
- > The Senior First Aid certificate covered the study of a number of medical emergencies including Cardiac emergencies - Angina and Heart Attack - and the course would instruct participants on signs, symptoms and management of cardiac and other medical emergencies. Many of the medical emergencies had two different management approaches depending on whether the patient was responsive or unresponsive.

The First Aid course sounded interesting, but Magda also wanted more information about the second qualification - Pool Life Guard:

- > The Pool Life Guard course involves learning the steps taken in an emergency situation and the importance of following an Emergency Action Plan which would involve some of the following elements: recognizing an emergency; signaling to fellow lifeguards; checking for dangers; supporting the person in difficulty; assessing the nature of the emergency; and determining action.
- > The Principles of Spinal Management. Spinal injuries can result from a number of activities within an aquatic environment including: diving into shallow water; collisions between lap swimmers; collisions with the pool wall; and back flips.
- > The Aquatic Spinal Management Procedure includes treating suspected spinal injury as a Major Emergency, where two responders (Life Guards or other suitably trained persons) need to attend to a person in the water even if there was just a slight chance that a spinal injury has been sustained.

## Questions

- a. **What are the two qualifications required by the local Aquatic Centre to become a Life Guard?**

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**b. Name one of the subjects within the Senior First Aid Certificate, and one of the competencies within the Pool Life Guard course that would be studied in this course.**

First Aid \_\_\_\_\_  
Pool Life Guard \_\_\_\_\_

**c. Name three teaching strategies that would be used in this program.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**d. What are the first three of the five main aims of First Aid?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**e. There were two different management approaches to many medical emergencies. How would it be decided which of the two management approaches should be used?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**f. For a Pool Life Guard, what are the first four elements of an Emergency Action Plan?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**g. What type of spinal injuries can occur in an Aquatic environment? (List at least 3).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Read the passage below and answer the questions that follow.**

The local Community Recreation centre has introduced a range of new classes including Gymnastics, Yoga, Dance and, Aerobics. The take up rate has been great with a lot of youngsters joining the Gymnastics program, and many Seniors joining the Yoga and Dance classes.

The increase in programs means that new program teachers and leaders are recruited to the centre, and that all staff need to be aware of different injury risks associated with the new programs. Therefore, the centre's manager decided to run some Advanced First Aid training for program teachers and leaders focusing on soft tissue injury, especially muscle strain.

Staff learnt that a strain is usually associated with muscles or tendons which attach the muscle to the bone. A strain can be caused by overuse or putting excessive load on the muscle or muscle groups. It can occur if muscles are not warmed up properly prior to strenuous use. Staff were instructed to make certain that all participants, no matter what age, did a proper warm up session including stretches.

The first sign of a strain is swelling. The management of the injury has five stages. The first stage is to immediately stop the activity to ensure no further stress occurs, followed by applying an ice pack or a cold press, then a bandage. After that the area of injury should be elevated to facilitate healing and if the extent of the injury is not known, medical advice should be sought.

A more serious injury that can occur when people are exercising or taking on new activity, especially without proper instruction or warm ups is dislocation. Dislocation occurs in a joint. A joint is where two bones join. The main sign of a dislocated joint is a deformed appearance. It is also painful and usually cannot be moved. The main focus of first aid management is to immobilise the dislocated joint in the position found. As there is a possibility that a fracture might also have occurred, medical help needs to be called immediately.

**Questions**

**a. Why did the centre manager decide to run Advanced First Aid training?**

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**b. What parts of the body are associated with a 'strain'?**

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**c. What can commonly cause a 'strain' to occur?**

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d. What activity is very important in all 'warm up' sessions?

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e. What is the first sign of 'strain'?

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f. What are the first two stages in managing this type of injury?

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g. Where in the body do dislocations occur?

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h. What is the main focus of first aid management in the case of 'dislocation'?

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**11. Read the following information and answer the questions that follow on organising work priorities.**

Jude has the 9 am to 5 pm shift on the front desk of a busy Fitness and Aquatic centre on Mondays. There are particular tasks to complete each Monday and Jude has a work schedule to follow.

Jude's work priorities have been identified as:

- > Answer the phone, and answer daily emails - approximately 30 a day;
- > Serve customers including taking payment for casual classes and making bookings for swimming lessons;
- > Unpack and arrange swim wear products and accessories and record the stock on the stock sheet;
- > Order drinks and fill the drink fridge for the week;
- > Check the condition of the women's change rooms 3 times - am, midday and pm;
- > Reconcile the day's receipts with payments.

Jude must also be aware of and apply the centre's 'Guiding Principles for Staff':

1. Safety across the centre for staff and customers is the No. 1 priority;
2. Work goals, objectives, and priorities are adjusted to meet customer and organizational needs;
3. Staff must take their scheduled breaks within 45 minutes of the designated time;
4. Unfinished work tasks must be recorded on the task sheet and handed over to the next shift.

<b>Table 1 Jude's work priorities on an average Monday</b>	
9am	Check weekend emails and answer approx 50%. Provide customer service as required.
9.30am	Serve customers arriving for the 10am water <b>Aerobics and Pump classes</b> . Take payments.
10am	Open remaining emails and email responses. Follow up customer inquiries and respond to customers by phone if needed.
10.30 - 10.45am	Tea Break
10.45 - 12.30 pm	Check the women's change rooms. Update membership database and file paper-based information. Answer phone enquiries as required.
12.30 - 1.30pm	Lunch Break
1.30pm	Email drink order to supplier Check women's change rooms
2pm - 3pm	Unpack and arrange swim wear and accessories; ensure display racks are fully stocked; update stock sheets; and order new supplies if required.
3pm	Weekly staff training session: This week's subject – "Undertaking Customer Satisfaction Surveys".
3.30 - 3.50pm	Tea Break
3.50pm - 4.30pm	Check women's change rooms. Update swim class lists; print out a list of participants in all 5 of the swim lessons; and give these to the swim instructors before the lessons start at 4.00pm. Reconcile swim lesson payments; update computer records.
4pm - 5pm	Reconcile daily takings for casual swim, gym, fitness and wellbeing classes. Handover to evening shift coordinator; discuss any issues that have happened during the day shift that may effect the evening shift.

## Questions

- a. How long does Jude work before taking her 10:30 am Tea Break?
- \_\_\_\_\_
- b. What are Jude's work priorities between 10:45 am and 12:30 pm?
- \_\_\_\_\_
- c. Jude has three work priorities to complete between 3:50 pm and 4:30 pm. Which of these three should she do first? Why?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- d. Which of the following things should Jude definitely talk about with the evening shift coordinator when she hands over between 4 pm to 5 pm? (Circle the correct response)
- i) The muffin she bought from the centre's café was delicious.
  - ii) She needs to remember to fill her car up with petrol on her way home.
  - iii) She organised for the centre's maintenance officer to fix a leaking tap in the women's change rooms. The work is still being completed and so the change rooms are currently closed.
  - iv) The results of the afternoon basketball competition held at the centre.

## Section 2 - Mathematical Questions

*No calculators please!*

1. What will it cost the Verasi family to go ice skating? The family includes two adults, one boy aged 17 years and 2 girls under the age of 10.

- a. Calculate the cost for the Verasi family to enter the ice skating rink.

Entrance fees:

Adult 1:	\$15.50
Adult 2:	\$15.50
16 yrs +:	\$12.00
Under 10:	\$5.50
Under 10:	\$5.50

Your answer: \_\_\_\_\_

- b. While they are at the ice skating rink they had the following drinks. What is the total cost of these drinks?

1 coffee	\$3.30
1 hot choc	\$3.30
1 sports drink	\$3.50
1 water	\$3.00
1 orange juice	\$2.00

Your answer: \_\_\_\_\_

- c. The family travelled by public transport to the rink. How much did this cost?

2 full adult fares (for people over 18 years old)	\$9.20
1 youth (for people between 10 and 17 years of age)	\$2.50
Under 10 free	\$0.00

Your answer: \_\_\_\_\_

- d. How much did the complete recreational activity cost the family?

\$ \_\_\_\_\_

2. A group of 6 friends are going away for the weekend. They have paid in advance to hire bikes for an all-day ride. Bike hire is \$24.00 per bike.

a. How much will it cost to hire 6 bikes? \$ \_\_\_\_\_

b. Paul had a change of plans and will not be going. He will be refunded \$24.00. How much will it cost to hire 5 bikes?

\$ \_\_\_\_\_

## Weights

*Calculators may be used for this activity.*

3. Regular exercise and a healthy diet can help people to control their weight. Answer the following scenarios.

a. John weighs 82 kilograms (kgs). He joins a walking group and in 7 weeks he has lost 9 kgs. How much does John weigh now?

\_\_\_\_\_ kgs

- b. Vanessa weighs 89 kilos. Her goal is to drop 10% of her weight. How much will Vanessa weigh when she has reached her 10% goal?

\_\_\_\_\_ kgs

- c. Enos has recently lost weight due to an illness. His Doctor has recommenced a regular exercise diet plan that would help him return to a healthy weight range. He currently weighs 65 kgs and aims to add 6 kgs through his health plan. What is Enos' target weight under this plan?

\_\_\_\_\_ kgs

- d. Samut weighs 105 kilos. He joins the gym and a walking group and wants to loose 35 kilos over 50 weeks. What will be Samut's average weekly weight loss if he achieved this aim?

\_\_\_\_\_ kgs lost per week

## Problem solving

4. The local community recreation centre offers group fitness classes. The centre has put together a 'Special Deal' to encourage more people to sign up for classes. Look at the details of the 'Special Deal' and the 'Casual Rate' for doing a single group fitness class below, and then answer the questions.

**SPECIAL DEAL:** Choose any two classes, attend twice a week for 15 weeks and pay the low cost of \$12.75 per week

**CASUAL RATE:** Casual rate \$ 16 per week.

- a. Marie is going to take up the Special Deal Offer. How much will this cost her, in total?

\_\_\_\_\_

- b. Marco is not sure he will come every week so he is happy to pay \$16.00 as a casual. Marco surprised himself and attended one session per week every week for 15 weeks. How much will this cost Marco?

\_\_\_\_\_

- c. Who paid the most for the fitness classes?

\_\_\_\_\_

- d. How much more did that person pay?

\_\_\_\_\_

5. At the age of 45 Jamie is beginning a new exercise program. His adviser suggests that he drinks the following amounts of water to be taken from the time he wakes until he finishes his 1.5 hour (90 min) workout.

Start of the day

Begin the day with a large glass of water. Jamie measures the amount and finds that his large glass holds 230 ml.

Before Exercise

Drink 3 'standard' cups before starting the workout. Jamie measures the amount of water in his 'standard' cup and finds it holds 165 ml.

During Exercise (90 minute session)

Drink one 'drink bottle' of water every 15 mins. Jamie's water bottle also holds 165 ml of water.

After Exercise

Drink 3 cups of water. Jamie continues to drink from his 'standard' cup holding 165 ml.

- a. How much water will Jamie have consumed once he has finished this entire routine?

Start of the day: \_\_\_\_\_ mls

Before exercise: \_\_\_\_\_ mls

During exercise: \_\_\_\_\_ mls

After exercise: \_\_\_\_\_ mls

TOTAL: \_\_\_\_\_ mls

- b. Convert this figure from milliliters (mls) to litres (L).

\_\_\_\_\_

6. The 'Northern Aquatic Centre' employs Bella as a Centre Assistant, working Monday to Friday from 9 am to 6.30 pm with one hour unpaid lunch break. Her hourly rate between 9 am to 5 pm is \$18.75 gross (that is before tax is taken out). From 5 pm to 6.30 pm she is paid at a gross rate of 'time and a half', which means the standard hourly rate plus 50%.

Answer the following questions.

- a. Calculate the gross 'time and a half' hourly pay rate.

\_\_\_\_\_

- b. How much does Bella get paid if she worked from 9 am to 6.30pm for one day?

\_\_\_\_\_



# QUIZ

c. What is Bella's gross weekly pay?

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d. What is Bella's gross annual pay?

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e. The 'Northern Aquatic Centre' pays an additional amount in superannuation which is 9% of Bella's gross annual pay. How much superannuation will be Bella receive?

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f. The centre employs six Life Guards working 7 five hour shifts on weekdays at \$21.75 per hour gross. How much is the centre paying each week for the salaries of these Life Guards?

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g. On weekends, the centre has 7 Life Guards working three 5 hour shifts at \$27.25 per hour gross. How much is the centre paying for the weekend Life Guard salaries?

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h. The 7 weekend Life Guards each work 40 weekends during a full year. How much do the Life Guards cost the centre over the year for the weekend work?

---

## Section 1 - Literacy, Reading and Comprehension

1.

Context
Diversity
Ethical
Facility
Individual
Mobility
Operate
Program
Quality
Recreation

2.

Aerobics
Bowling
Dancing
Gymnastics
Horse riding
Rock climbing
Surfing
Swimming
Walking
Yoga

3. a. ii. false      b. ii. all over Aust.      c. iii. free of charge      d. ii. false  
e. ii. false

4. a. i. Participate in sport and active recreation  
b. ii. People with or with a disability  
c. iii. A bowls-type target game  
d. i. Table Tennis

5. a. Endurance activities, Strengthening exercises, Stretching exercises and Balance exercises  
b. Experts say older adults should be active every day to maintain health  
c. Arthritis, heart disease, diabetes, high blood pressure, balance problems, difficulty walking.  
d. Brisk walking, raking leaves, taking the stairs.

6.

physically
development
recreation
valuable
respect

7.

certain
guidelines
considerate
learn

# QUIZ

8. a. A very thick, (60mm or more) landing surface to prevent head injury from falls from 1.8 metres.  
b. No  
c. Climbers may fall from heights or become detached from the climbing end of ropes.
9. a. Senior First Aid and Pool Life Guard  
b. SENIOR FIRST AID - any of the following:  
- Provide First Aid  
- Perform Cardio Pulmonary Resuscitation (CPR)  
- Provide Basic Emergency Life Support  
- Apply First Aid  
POOL LIFE GUARD - any of the following:  
- Respond to an Aquatic Emergency using Basic Water Safety Techniques  
- Supervise Clients at an Aquatic Facility or Environment  
- Respond to an Aquatic Emergency using Advanced Water Rescue Techniques  
c. TEACHING STRATEGIES - Any 3 of the following:  
- Practical demonstration  
- Discussion and debate  
- Case studies  
- Simulation  
- Problem solving.  
d. AIMS OF FIRST AID – First three (of five aims)  
1. Preserve life  
2. Prevent further injury  
3. Protect the unconscious  
e. Whether the patient was *responsive* or *unresponsive*.  
f. FIRST FOUR ELEMENTS OF EMERGENCY ACTION PLAN  
1. Recognizing an emergency  
2. Signaling to fellow lifeguards  
3. Checking for dangers  
4. Supporting the person in difficulty  
g. SPINAL INJURIES - Any 3 of the following  
- Diving into shallow water  
- Collisions between lap swimmers  
- Collisions with the pool wall  
- Back flips
10. a. The increase in programs meant that new program teachers and leaders were recruited to the Centre, and that all staff needed to be aware of different injury risks associated with the new programs.  
b. A strain is usually associated with muscles or tendons which attach the muscle to the bone.  
c. A strain can be caused by overuse or putting excessive load on the muscle or muscle groups. It can occur if muscles are not warmed up properly prior to strenuous use.  
d. Stretches  
e. Swelling  
f. Stop the activity to ensure no further stress and apply an ice pack or a cold press  
g. A joint which is where two bones join  
h. Immobilize the dislocated joint in the position found.
11. a. 1.5 hours.  
b. Check the women's change rooms. Update membership database and file paper-based information. Answer phone enquiries as required.  
c. Update swim class lists; print out a list of participants in all 5 of the swim lessons; and give these to the swim instructors before the lessons start at 4.00pm.  
d. iii. She organised for the Centre's maintenance officer to fix a leaking tap in the women's change rooms. As the work is still being completed the change rooms are currently closed.

# QUIZ

## Section 2 - Mathematics

1. a. \$54.00      b. \$15.10      c. \$11.70      d. \$80.80
2. a. \$144      b. \$120
3. a. 73 kgs      b. 80.1 kgs      c. 71 kgs      d. 0.7 kgs per week
4. a. \$191.25      b. \$240      c. Marco      d. \$48.75
5. a. Start of the day      230ml  
Before Exercise      495ml  
During Exercise      990ml  
After Exercise      495ml  
TOTAL      2,210 mls  
b. 2.21 L
6. a. \$28.13      Calculation:  $\$18.75 \times 1.5 = \mathbf{\$28.13}$  (rounded )  
b. \$173.45 per day      Hours: 9 am – 5 pm = 8, less 1 hour lunch = 7 hours  
Pay Rate: \$18.75 /hr  
Calculation:  $7 \times \$18.75 = \$131.25$   
PLUS  
Hours: 5 pm – 6 pm = 1.5 hrs  
Pay Rate: \$28.13 /hr  
Calculation:  $\$1.5 \times \$28.13 = \$42.20$  (rounded up)  
TOTAL:  $\$131.25 + \$42.20 = \mathbf{\$173.45}$   
c. \$867.15      Calculation:  $\$173.45 \times 5 \text{ days} = \$867.25$   
d. \$45,097.00      Calculation:  $\$867.25 \times 52 \text{ weeks} = \$45,097.00$   
e. \$4,058.73       $\$45,097 \times 9\% = \$4,058.73$   
f. \$4,567.50      Calculation:  $6 \text{ Guards} \times (7 \times 5 \text{ hr shifts}) \times \$21.75 = \$4,567.50$   
g. \$2,861.25      Calculation:  $7 \text{ Guards} \times (3 \times 5 \text{ hr shifts}) \times \$27.25 = \$2,861.25$   
h. \$114,450      Calculation:  $\$2,861.25 \times 40 \text{ weekends} = \$114,450$

## Contributions

This Practice Aptitude Quiz was developed by:



**Australian Apprenticeships Pathways Website** - [www.aapathways.com.au](http://www.aapathways.com.au)

This website provides sample Australian Apprenticeships job descriptions and links to more Australian Apprenticeships information and resources. The site is funded by the Department of Education, Employment and Workplace Relations.



**Service Skills Australia** - [www.serviceskills.com.au](http://www.serviceskills.com.au)

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**The Career Education Association of Victoria** - [www.ceav.vic.edu.au](http://www.ceav.vic.edu.au)

The CEAV is the Victorian peak body for secondary school career practitioners, work experience coordinators, VET coordinators and MIPS coordinators. The CEAV provides professional development opportunities for members and also works with business, industry, and the education and training sector.



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**For enquiries about this Practice Aptitude Quiz contact the Australian Apprenticeships and Traineeships Information Service on 1800 338 022.**