

Practice Attitude QUIZ

**Warehousing & Supply
Chain Logistics**

Warehousing & Supply Chain

QUIZ

Logistics

Practice Aptitude Quiz

It is crucial 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 Warehousing and Supply Chain Logistics sector.

PART 1: About the Warehousing and Supply Chain Logistics sector

1. The Warehousing and Supply Chain Logistics sector in a nutshell

Key sectors:

- > Logistics
- > Custom Brokerage
- > Warehousing Operations
- > Freight Forwarding

Warehousing and Supply Chain Logistics are part of the Transport and Logistics industry. Transport and Logistics is often referred to as the 'backbone' of the Australian economy. It directly affects every part of the economy and everyone's standard of living - from what we buy, to the price we pay for goods, to how we get from place to place. The Transport and Logistics network comprises ports, roads, railways, freight terminals, airports, and distribution and materials handling centres.

Overall the industry employs an estimated 500,000 individuals directly and over 1 million people in both direct and associated roles in almost every type of occupation, from crews of vehicles, trains, vessels and aircraft to staff involved in engineering, infrastructure, tourism, hospitality, security, retailing, warehousing, administration and IT.

Logistics is the management of the flow of goods and services between the point of origin and the point of consumption in order to meet the requirements of customers. Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and packaging, and often security. Logistics is a channel of the supply chain which adds the value of time and place.

A **supply chain** is a system of organisations, people, technology, activities, information and resources involved in moving a product or service from supplier to customer. Supply chain activities transform natural resources, raw materials and components into a finished product that is delivered to the end customer.

Warehousing Operations is the process of storing goods in a warehouse. A warehouse is a commercial building for storage of goods. Warehouses are used by manufacturers, importers, exporters, wholesalers,

transport businesses and customs agents, to name a few. They are often large industrial buildings and are present in most cities and towns across Australia. They usually have loading docks to load and unload goods from trucks. Sometimes warehouses load and unload goods directly from railways, airports, or seaports. They often have cranes and forklifts for moving goods.

Stock is often managed through sophisticated computer-based tracking of bar-coded goods.

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

Weekly average earnings for major occupations:

- > Freight Operations Clerk - \$1,000
- > Freight Forwarder - \$1,010
- > Freight Scheduler - \$1,010
- > Distribution Clerk - \$780
- > Customs Broker- \$1,150
- > Import Officer - \$1,150
- > Logistics Clerk - \$1,000
- > Despatch Clerk - \$1,200
- > Receiving Storeperson - \$780
- > Storeperson - \$780
- > Order Processor - \$780
- > Warehouse Manager - \$1,345
- > Logistics Clerk - \$1,000

Jobs and demand information

Logistics Administrative Officers record and coordinate the flow of work and materials between departments, examine orders for goods, and prepare production schedules. They may: requisition supplies from stock and send orders to production departments and other firms; confirm completion of orders and compliance with details specified; receive and check purchase requests against inventory records and stock on hand; examine orders and compile data for production schedules; check inventories and prepare delivery schedules; investigate and identify supply sources and prepare and process purchase orders; count incoming stock and reconcile it with requisitions; and update inventory and stock location records.

- > Job prospects - Above average
- > Weekly earnings - \$1,010
- > Occupation size - 35,700

Potential entry level qualifications:

- > Certificate II in Logistics
- > Certificate III in Logistics
- > Certificate IV in Logistics

Despatch Coordinators are responsible for the efficient flow of goods going out of a warehouse. It is usually a supervisory position, with responsibility for a team of stores, warehousing, picking and packing staff. They must ensure orders are correctly assembled, and properly packed and labelled. This includes being able to plan the fastest and most efficient delivery routes, and liaising with delivery drivers to ensure cargo arrives at customers' premises on time and in good condition.

- > Job prospects - Above average
- > Weekly earnings - \$1,200
- > Occupation size - unknown

Potential entry level qualifications:

- > Certificate IV in Logistics

Customs Brokers advise and prepare documentation on all matters to do with the import and export of goods, the negotiation of Australian and overseas regulations and requirements. They: check, lodge and pay customs entries; provide information to importers about customs tariffs, duties and goods clearance; make arrangements for goods to be carried by air or shipping lines, including clearances; liaise with the Australian Customs Service, the Australian Quarantine and Inspection Service; and provide advice on tariff classifications, concessions, appraisals and overseas trade enquiries.

- > Job prospects - Above average
- > Weekly earnings - \$1,150
- > Occupation size - 24,300

Potential entry level qualifications:

- > Certificate III in International Freight Forwarding
- > Certificate IV in International Freight Forwarding
- > Certificate IV in Logistics

Storepersons or Warehousing Operators work with a huge variety of products, and may work in quite different environments - as well as ordinary warehouses, they may work in cold stores with highly perishable goods, in bond stores, as part of a manufacturing process or in grain stores. Duties may cover: unloading goods from trucks, containers or pallets into a storage facility; storing; picking and packing orders; keeping records of stock levels; liaising with delivery drivers, despatch staff, customers and supervisors; and operating. (They may also be known as Order Pickers or Despatch Hands.)

- > Job prospects - Above average
- > Weekly earnings - \$780
- > Occupation size - 106,000

Potential entry level qualifications:

- > Certificate II in Warehousing Operations
- > Certificate III in Warehousing Operations
- > Certificate IV in Warehousing Operations

Cold Store Operators receive, handle and despatch goods going into or going out of temperature controlled stores or warehouses.

- > Job prospects - Above average
- > Weekly earnings - \$1,200
- > Occupation size - Unknown

Potential entry level qualifications:

- > Certificate III in Warehousing Operations
- > Certificate IV in Warehousing Operations

Despatch Supervisors are responsible for goods going out of a warehouse. It is usually a supervisory position, with responsibility for a team of stores, warehousing, picking and packing staff. They must ensure orders are correctly assembled, and properly packed and labelled. This includes being able to plan the fastest and most efficient delivery routes, and liaising with delivery drivers to ensure cargo arrives at customers' premises on time and in good condition.

- > Job prospects - Above average
- > Weekly earnings - \$1,100
- > Occupation size - 35,700

Potential entry level qualifications:

- > Certificate III in Warehousing Operations
- > Certificate IV in Warehousing Operations
- > Certificate IV in Logistics

Warehouse Team Leaders/Warehouse Managers are responsible for the overall operation of the warehouse. They usually supervise other staff; plan deliveries and despatch; allocate storage space; and keep track of stock levels.

- > Job prospects - Above average
- > Weekly earnings - \$1,400
- > Occupation size - 26,800

Potential entry level qualifications:

- > Certificate III in Warehousing Operations
- > Certificate IV in Warehousing Operations
- > Certificate IV in Logistics

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.

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

- > Apprenticeships Pathways - view potential career pathways for this industry - Go to www.aapathways.com.au/search_job_02.cfm?c=32

Other useful careers sites are:

- > The Logistics Information & Navigation Centre - www.the-linc.com.au
- > Transport and Logistics Industry Career Cards - www.tlisc.com.au/index.php?menuID=479
- > My Future - www.myfuture.edu.au
- > Job Guide - www.jobguide.thegoodguides.com.au
- > Career Factsheets - www.ncdw.com.au/index.php/Career-Factsheets.html

4. Job Hunting

Job vacancy website:

- > Australian Jobsearch - www.jobsearch.gov.au/findajob/advancedsearch.aspx. The Australian Government's job site. Input your postcode, select the Occupation Category "Sales and Storepersons", 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. 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. 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
- > Group Training Organisations employ Australian Apprentices and place them with businesses - 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/pages/whichprovider.aspx

Industry Organisations:

- > Transport and Logistics Industry Skills Council - www.tlisc.com.au
- > Australian Logistics Council - www.austlogistics.com.au
- > Logistics Association of Australia - www.laa.asn.au
- > Skills for Logistics - www.skillsforlogistics.org
- > National Union of Workers - www.nuw.org.au
- > Transport Workers Union - www.twu.com.au
- > Australian Services Union - www.asu.asn.au

Government Agencies:

- > Department of Infrastructure, Transport, Regional Development and Local Government - www.infrastructure.gov.au
- > National Transport Commission - www.ntc.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 Warehousing and Supply Chain Logistics sector.

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

This Quiz has been developed with the assistance of industry, a training provider 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 organisations 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;

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 11 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.

Calculators may be used to complete this practice exercise.

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
- > Find a local Group Training Organisation - 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&

Section 1 - Literacy, Reading and Comprehension

1. Read the following passage and answer the questions below.

As a Freight Forwarder you will assist with the movement of cargo to international destinations from Australia and vice versa.

Freight Forwarders act only as an agent on behalf of carriers such as sea, air, road and rail transporters. Freight Forwarders despatch shipments to these carriers and book and arrange space for these shipments. They are also referred to as International Freight Forwarders and are the experts in preparing and processing the documentation to perform international shipments.

Documentation includes Commercial Invoices, Shippers export declarations, bills of lading.

Answer the following questions.

a. What does a Freight Forwarder assist with?

b. What are the main duties of a Freight Forwarder?

c. What Documents are prepared and processed by a Freight Forwarder?

2. Read the following passage and answer the questions below.

Australian Apprenticeships encompass all apprenticeships and traineeships. They combine time at work with training and may be completed as full-time or part-time employment, or while still at school.

Australian Apprenticeships are the best way to combine training and employment to help you develop your skills, and achieve a nationally recognised qualification. Australian Apprenticeships are available to anyone of working age and do not require any entry qualifications. You can be a school-leaver, re-entering the workforce or simply wishing to change careers.

Australian Apprenticeships offer:

- > A great way to get a head start in a chosen career.
- > Paid work and structured training that can be on-the-job, off-the-job or a combination of both.
- > 'Competency based' training which means you can complete your training faster if you reach the required skills level.
- > Recognition of existing skills and prior experience as well as course credits, potentially reducing formal training time.
- > Options to commence full-time, part-time, or whilst at school.
- > Nationally recognised qualifications and skills which provide the basis for further education and training over the course of your working life.
- > A pathway from school to work.

Answer the following questions.

a. What are the three ways that an Australian Apprenticeships may be completed?

b. What do Australian Apprenticeships combine to help you develop your skills?

c. Are employees paid while they complete an Australian Apprenticeship?

3. Rewrite the following letter in the correct format, including appropriate punctuation and spelling. Please include any information that you think may have been left out.

Punctuation:

- > Capitals
- > Full stops
- > Question marks
- > Commas
- > Exclamation marks

mr tim smith

28 jones street martinville new south wales 2929

dear mr smith I am writeing to apologise for the load of goods incorrectly delivered to your companies distribution centre lat weak the error happened because of new staffing arrangements at Westlands transport and warehouse services we have fixed the problem and essure you that it won't happen again please accept our apologies and if you wish to discuss the matter please call me at any time yours sincerely bob drover Westlands transport and warehouse services

Re-write the letter below

Comprehension

4. Read the following article and answer the questions that follow.

All imported goods are subject to assessment for duty, Goods and Services Tax (GST) and other taxes and charges even if you have imported those goods for your own personal use.

If the goods you imported have a value over \$1,000AUD (Australian Dollars) you will need to lodge an import declaration and pay any duty, GST or other taxes and charges that may apply.

Lodging and finalising an import declaration means the goods are 'entered for home consumption'. The term 'entered for home consumption', used by Customs and Border Protection, means goods were declared and cleared from Customs control in accordance with Customs law for delivery within Australia.

Imported goods valued at or below \$1000AUD that arrive in Australia by sea or air cargo must be declared to the Australian Customs and Border Protection Service (Customs and Border Protection) on a self-assessed clearance (SAC) declaration.

SAC declarations are not required for the clearance of goods with a value at or below \$1000AUD that arrive by international mail (post).

If your goods arrive in Australia by mail and have a declared or assessed value of \$1,000AUD or less, the goods may be imported free of duty, taxes and Customs and Border Protection charges, unless they are alcohol products or tobacco products. Apart from alcohol and tobacco products those goods will be cleared by Customs and Border Protection and delivered by Australia Post without you doing anything.

Answer the following questions by circling the correct response.

- a. **A consignment of car parts with a declared value of \$310AUD imported by air cargo would normally be cleared from Customs control by lodging a:**
 - i. An Import Declaration
 - ii. Does not require any declaration
 - iii. A self assessed clearance declaration
 - iv. An Unaccompanied Personal Effects Statement

- b. **A consignment of clothing with a declared value of \$890AUD that arrives through the postal service would normally be cleared from customs control by lodging a:**
 - i. A self assessed clearance declaration
 - ii. An Unaccompanied Personal Effects Statement
 - iii. Does not require any declaration
 - iv. An Import Declaration

5. Read the Shipper's Letter of Instruction below and answer the questions that follow.

EXPORTER (Name and address) J & J Commodity Traders 256 Given Road Virginia QLD 4014 ABN 57 836 591 012		SHIPPERS LETTER OF INSTRUCTION			
SHIPPER'S REF No: Invoice # 8786		POST CODE 4014			
CONSIGNEE (Name and address) Hiroko Tamaku Services Pte Ltd 1068 Xiang Rd East Xingang, China		MFC Logistics Services Pty Ltd			
ORDER No: 005001 ALSO NOTIFY (Name and address)		NOTE: If 'Payment of Charges' Section not completed freight will be charged to your account.			
MODE OF TRANSPORT (Specify) <input checked="" type="checkbox"/> Sea <input type="checkbox"/> Air		PORT OF EXPORT Brisbane		SHIPPER TO INDICATE FREIGHT CHARGES PREPAID <input checked="" type="checkbox"/> (TO BE PAID BY SHIPPER) COLLECT <input type="checkbox"/> (TO BE PAID BY CONSIGNEE)	
PORT OR AIRPORT OF DESTINATION Guangzhou		DOCUMENTATION ATTACHED COMMERCIAL INVOICE <input checked="" type="checkbox"/> PACKING LIST <input type="checkbox"/> OTHER <input type="checkbox"/>		INVOICE TERMS FOB <input type="checkbox"/> EXWORKS <input type="checkbox"/> C & F <input type="checkbox"/> CIF <input checked="" type="checkbox"/>	
SHIPPER REQUESTS INSURANCE <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		AMOUNT TO BE INSURED AUD 18000.00		VALUE FOR CUSTOMS CURRENCY	
MARKS AND NUMBERS	NUMBER AND TYPE OF PACKAGING	DESCRIPTION OF GOODS	GROSS WEIGHT	DIMENSIONS OR CUBIC MEASUREMENTS	
J&J Traders (In Tri.) C/No. 1-126 Made in Aust.	1x20'GP stc	126 Ctns auto accessories	7123kgs	26.524cbm	
COUNTRY OF MANUFACTURE Australia					
ECN (Where applicable)		 DANGEROUS GOODS Are there Dangerous Goods covered by this Shipper's Letter of Instruction ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If answered yes, please attach dangerous goods declaration.			
COMPLETION OF THIS DOCUMENT IS NECESSARY FOR MFC LOGISTICS SERVICES PTY LTD TO COMPLETE A BILL OF LADING/AIRWAYBILL ON YOUR BEHALF. PLEASE BE ACCURATE AND USE BLOCK LETTERS 1. Sender hereby authorises the Company to complete the Consignment Notes and other necessary documents in connection with despatch, carriage and delivery of goods on behalf of the sender under the provisions of the relevant articles of Carrier's General Conditions of Carriage. 2. Sender hereby declares that the particulars shown hereon and furnished by him or his agent are correct and that he is aware of and accepts the MFC Logistics Services Trading Conditions (available on request). DATE: SIGNATURE OF SHIPPER:		 DUTY DRAWBACK APPLICABLE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does this export comply with the ATO rulings on GST for exports ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		SPECIAL INSTRUCTIONS			
		FOR OFFICE USE ONLY SECURITY PROCEDURES TAKEN REGULAR SHIPPER <input type="checkbox"/> GOODS HAND SEARCHED <input type="checkbox"/> GOODS HELD FOR 24 HOURS <input type="checkbox"/> OTHER <input type="checkbox"/>			

From the above Shipper's Letter of Instruction, please answer the following queries:

a. What is the destination for this shipment?

b. How many packages or cartons are included in the shipment?

c. Who is responsible for paying the freight on the shipment?

d. Is the shipment to move via sea or air freight?

e. Where were the goods manufactured?



f. What is the value of the goods?



g. Identify the supplier's ABN.

h. Identify the order number that this shipment relates to.

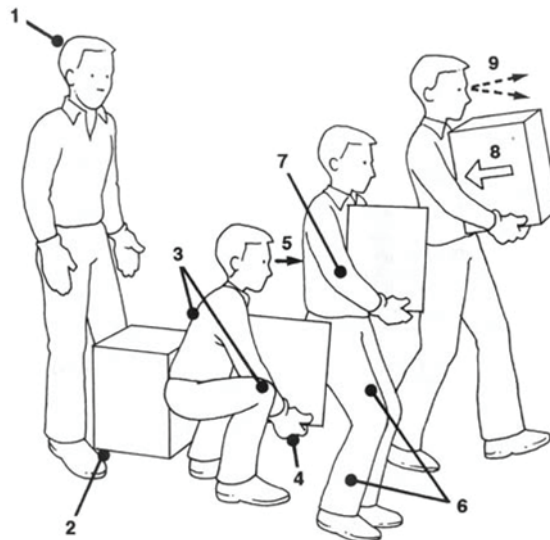
6. In transport and logistics, there are packaging provisions for dangerous goods. On occasion customers deliver cargo to us that is not packaged suitably for transport.

Identify the problem with each container pictured below. Write your response in the right hand column.

	a.
	b.

	c.
	d.

7. Manual Handling



Research indicates that unsafe manual handling is the most common cause of work related injuries in the office. These injuries cause personal suffering and loss of income and also cost businesses and the national economy.

Manual handling is any activity that requires you to lift, move, push, pull, carry or hold any objects. Mechanical handling aids reduce force and physical efforts. Aides include forklifts, trolleys, scissor lifts, folding work platforms and conveyors.

Team lifting can be defined as “Lifting an object by two or more people”. You can improve this by having good communication, ensuring the pathway is clear and that the people team lifting are of similar heights.

Manual handling techniques		
<p>Lifting</p> <ul style="list-style-type: none"> > Size up the load > Position your feet close to the load > Ensure you have a secure grip > Keep your back straight > Position your head and arms > Use your legs to lift 	<p>Lowering and carrying</p> <ul style="list-style-type: none"> > Clear path > Walk with a straight back > Carry load in front of body, close to body and in both hands > Share the load evenly between both hands > Use straps or trolleys (if possible) 	<p>Pulling and pushing</p> <ul style="list-style-type: none"> > Carry the load close to your body keeping a straight back > Use your leg muscles > Keep low to ground > Secure footing

Below is a list of tasks. Answer the questions for each task.

Task Description	
<p>Task a: A safe way to move a full 200 litre drum of liquid a minimum of 20m.</p> <p>Which mechanical aide could help in this lifting task?</p>	
<p>Task b: Use a team lift to move a heavy object onto a manual or mechanical handling device.</p> <p>What are the main points to remember when team lifting?</p>	
<p>Task c: Move a box or other container, with an approximate weight of 35kgs, from floor level to a nearby bench.</p> <p>Describe how you would complete this task.</p>	

Section 2 - Mathematical Questions

Using a calculator, answer the following queries:

1. An exporter is sending 360 items packed in boxes of 9. How many boxes are they sending?

2. Your petrol tank holds 75 litres. You have used 26 litres.

- a. How many litres remain in the tank?

- b. What will you pay to top up the tank if the cost per litre is \$1.24?

3. Customs Duty on a particular item is 5%. How much duty is payable if the value of the item is \$4,400?

4. How much would you charge a customer who ships 183 kilograms of an item where the shipping cost is \$3.90 per kilogram?

5. a. Add the following amounts: \$1535.83, \$24.00, \$120.00, \$10.50, \$181.37, \$15.15.

- b. This total amount does not include GST. What would be the new total inclusive of GST? (GST is 10%)

6. In Transport and Logistics, products and packaging may be received from overseas countries that use units of measurement not used in Australia. For example, a package from the United States of America may be weighed in pounds rather than kilograms. These measurements must be converted to meet the needs of Australian Customs and customers.

Using the following formulas and a calculator, answer the questions that follow.

- > Converting **Pounds to Kilograms** - Multiply the number of pounds by 0.4535924 to get the number of kilograms (eg: 124 pounds x 0.4535924 = 56.25kgs).
- > Converting **Feet to Metres** - Multiply the number of feet by 0.3048 to get the number of metres (eg: 57 feet x 0.3048 = 17.37 metres).
- > Converting **Centimetres to Metres** - Divide the number of centimetres by 100 to get the number of Metres (eg: 727cm / 100 = 7.27m).
- > Converting **Foreign Currency to Australian Dollars** - Divide the foreign currency amount by the Rate of Exchange (ROE) eg: EUR 350.00/ ROE 0.4 = AUD \$875.00.

Convert the following:

a. **Pounds to Kilograms (round your answer to two decimal places).**

- i. 900 pounds = _____
- ii. 61 pounds = _____
- iii. 152 pounds = _____

b. **Feet to Metres (round your answer to three decimal places).**

- i. 8 feet = _____
- ii. 22 feet = _____
- iii. 45 feet = _____

c. **Centimetres to Metres.**

- i. 1145cm = _____
- ii. 291cm = _____
- iii. 76cm = _____

d. **Foreign Currency to Australian Dollar (round your answer to two decimal places).**

- i. USD 1200 @ ROE 1.069 _____
- ii. GBP 150 @ ROE 0.664 _____
- iii. USD 975 @ ROE 1.069 _____

7. Calculating the volume or cubic metres (CBM) of a shipment.

The volume or cubic metres (CBM) of a shipment is calculated with the formula - Length x Width x Height x Number of Packages.

Note: Always convert length, width and height to metres when calculating eg. 105cm = 1.05m therefore use 1.05m when multiplying.

a. Calculate the total cubic metres (CBM) of the following consignments:

	Consignment 1	Consignment 2	Consignment 3
Length	187cm	94cm	1.43m
Width	62cm	88cm	0.57m
Height	54cm	71cm	1.01m
Number of Packages	5	2	8
CBM (rounded to three decimal places)	_____	_____	_____

b. If the above consignments were for loading as one shipment, what would the total volume (in CBM) be for this shipment?

Section 1 - Literacy, Reading and Comprehension

1.
 - a. Freight forwarders will assist with the movement of cargo to international destinations to and from Australia.
 - b. Freight Forwarders act as agents on behalf of carriers, dispatching shipments as well as booking and arranging space for the shipments. They also prepare and process the documentation to perform international shipments.
 - c. Commercial Invoices, Shippers export declarations and bills of lading
2.
 - a. Australian Apprenticeships may be completed as full-time or part-time employment, or while still at school.
 - b. Australian Apprenticeships combine training and employment to help you develop your skills.
 - c. Yes

3.

Mr. Tim Smith,
28 Jones Street ,
Martinville, NSW, 2929.

Dear Mr. Smith,

I am writing to apologise for the load of goods incorrectly delivered to your company's distribution centre last week. The error happened because of new staffing arrangements at Westlands Transport and Warehouse Services. We have fixed the problem and assure you that it won't happen again.

Please accept our apologies and if you wish to discuss the matter please call me at any time.

Yours sincerely,

Bob Drover
Westlands Transport and Warehouse Services

4.
 - a. iii
 - b. iii
5.
 - a. Guangzhou
 - b. 126 CTNS (Cartons)
 - c. Shipper (J & J Commodity Traders)
 - d. Sea
 - e. Queensland
 - f. \$18000.00 AUD
 - g. ABN: 57 836 591 012
 - h. Order No: 005001
6.
 - a. Label is torn
 - b. Container is pressurised and/or damaged
 - c. Container is leaking
 - d. No label on container

Task a:	Use manual handling device such as a forklift .
Task b:	Have 1 or more people with the same height assist and ensure communication is clear as to where the object needs to go, clear the path, lift and lower at the same time.
Task c:	<ul style="list-style-type: none"> - Size up the load - Position your feet close to the load - Ensure you have a secure grip - Keep your back straight - Position your head and arms - Use your legs to lift - Walk with a straight back - Carry load in front of body, close to body and in both hands

Section 2 - Mathematics

1. 40 boxes
2. 49 litres
3. \$32.24
4. \$220.00
5. \$713.70
6. a) \$1,886.85 b) \$2,075.54 (rounded up from \$2,075.535)
7.

a.	i.	408.23kgs	ii.	27.67kgs	iii.	68.95kgs
b.	i.	2.438m	ii.	6.706m	iii.	13.716m
c.	i.	11.45m	ii.	2.91m	iii.	0.76m
d.	i.	\$1122.54	ii.	\$225.90	iii.	\$912.07
8.

a.	Consignment 1:	3.130cbm	Consignment 2: 1.175cbm	Consignment 3: 6.586cbm
b.	10.891cbm			

Contributions

This Practice Aptitude Quiz was developed by:



Australian Apprenticeships Pathways Website - www.aapathways.com.au

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



TRANSPORT & LOGISTICS
INDUSTRY SKILLS COUNCIL LTD

Transport and Logistics Industry Skills Council - www.tlisc.com.au

The Transport and Logistics Industry Skills Council has a primary interest in providing high-quality and targeted vocational education and training services to the Transport and Logistics Industry. In the provision of these services, the Skills Council seeks to increase the capability and productivity of personnel across industry and to raise the national skills capacity within the various industry sectors it services, including road transport, warehousing, rail, maritime, ports and aviation.

myfreightcareer

My Freight Career - www.myfreightcareer.com.au

myfreightcareer is a Registered Training Organisation (RTO) and a Group Training Organisation (GTO) established specifically for the Import/Export, International Trade Logistics, Freight Forwarding (Air and Sea), Road/Rail Transport, Shipping and Aviation industries.



The Career Education Association of Victoria - 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.



Industry Training Australia P/L - www.itaust.com.au

Industry Training Australia (ITA) delivers consultancy services to government and non-government organisations in the education and training sector. ITA develops and delivers information and communication services, including the Australian Apprenticeships Pathways website, for service provider networks and the general public.

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1800 338 022.**