



Australian Government

A U S T R A L I A N
A P P R E N T I C E S H I P S

Your Life. Your Career. Your Future.

Community Recreation

Practice Aptitude Quiz

Practice Aptitude Quiz

Part 1: About this quiz

Use this quiz to prepare for an Apprenticeship in Community Recreation

This quiz:

- Is NOT a formal assessment tool or pre-requisite for any job application
- Shows key learning standards for the Community Recreation industry
- Has been developed with the help of industry leaders, TAFE and high schools

Quiz details

This quiz will:

- Take approximately 60 minutes to complete
- Ask you numeracy and literacy questions specific to the Community Recreation industry
- Assess your literacy and numeracy at a Year 10 standard
- Allow you to use a calculator
- Share correct answers at the end

Who should take this quiz?

You should complete this quiz if you:

- Are thinking about starting an Apprenticeship in the Community Recreation industry
- Want to practise for a formal aptitude test

Need help with your literacy and numeracy skills?

If you want to improve your literacy and numeracy skills, reach out to any of the below:

- Australian Apprenticeship Support Network providers
- Your Registered Training Organisation when you start training
- Reading Writing Hotline:
1300 655 506
www.readingwritinghotline.edu.au
- Careers advisers and your teachers (if you're in high school)

More information about the Community Recreation industry

Visit www.yourcareer.gov.au/industries/r/arts-and-recreation-services

On this page you'll be able to:

- See the most popular Community Recreation industry occupations
- Get general information and statistics about the industry
- Search for Community Recreation industry courses

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How to use this quiz

This is an interactive form that can be filled out on your computer.

You can either:

- Fill it out on your computer; OR
- Print it out; OR
- Write your answers down on paper as you go.

Use the answers section at the end of the quiz to see how you went.

How to complete this quiz on your computer

1. Download and save the quiz onto your computer
2. Open the file from your computer
3. Fill in the form using a keyboard and mouse

Practice Aptitude Quiz

Part 2: The Quiz

Section 1: Language and Literacy

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 recreational activities. Write them in alphabetical order:

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

Practice Aptitude Quiz

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 a minimum amount 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.humanrights.gov.au/complaint-information

Answer these questions by selecting the correct response:

- a. The laws that protect people against discrimination, harassment and bullying apply only to older people.

True

False

- b. The laws that protect people against discrimination, harassment and bullying apply:

In your town

All over Australia

Worldwide

- c. The Human Rights Commission investigates complaints:

For a \$100 fee

For a fee based on income

Free of charge

- d. The Human Rights Commission is not concerned with Disability matters.

True

False

- e. You can discriminate against people who have a criminal record.

True

False

Practice Aptitude Quiz

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

Sports Ability

'Sports Ability' is an exciting and inclusive games program developed by the Australian Sports Commission (ASC) to encourage people with a 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. To provide 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: www.sportingschools.gov.au/resources-and-pd/schools/sports-ability

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Answer these questions by selecting the correct response:

a. 'Sports Ability' encourages people with a disability to:

Think about participating in the Paralympic games

Participate in sport and active recreation

Join a Seniors Club

b. 'Sports Ability' is for:

Only people with a disability

People with or without a disability

People under 25 years with or without a disability

c. Boccia (Paralympic sport) is:

An invasion game for people with vision impairment

Traditional Indigenous game

A bowls-type target game

d. Polybat is a version of:

Table Tennis

Volleyball

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: <https://www.nia.nih.gov/health/exercise-physical-activity>

Practice Aptitude Quiz

6. There are 5 spelling errors in the passage below. Write the correct spelling for each word in the table provided:

Being physikally active is important for the healthy growth and develoment 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 developing valable life skills such as co-operation, discipline, repect and tolerance.

1. _____
2. _____
3. _____
4. _____
5. _____

7. There are four spelling mistakes in the information below. Write the correct spelling in the space provided:

Rock Climbing Etiquette

Rock Climbing involves certain 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.

1. _____
2. _____
3. _____
4. _____

Practice Aptitude Quiz

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 tried and tested 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?

b. A climber should have their hair tied back, but it would be ok to wear a watch.
True or False?

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

Practice Aptitude Quiz

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 following facts:

- 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. She discovered:

- That 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; signalling to fellow lifeguards; checking for dangers; supporting the person in difficulty; assessing the nature of the emergency; and determining action;

Practice Aptitude Quiz

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 number one 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.

Time	Task
9 am	Check weekend emails and answer approximately 50%. Provide customer service as required.
9.30 am	Serve customers arriving for the 10 am water Aerobics and Pump classes. Take payments.
10 am	Open remaining emails and email back responses. Follow up customer inquiries and respond to customers by phone if needed.
10.30 – 10.45 pm	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 – 1.30 pm	Lunch Break
1.30 pm	Email drinks order to supplier. Check women's change rooms.
2 – 3 pm	Unpack and arrange swim wear and accessories; ensure display racks are fully stocked; update stock sheets; and order new supplies if required.
3 pm	Weekly staff training session: This week's subject – "Undertaking Customer Satisfaction Surveys".
3.30 – 3.50 pm	Tea Break
3.50 – 4.30 pm	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 4.00 pm. Reconcile swim lesson payments; update computer records.
4 – 5 pm	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 affect the evening shift.

Practice Aptitude Quiz

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? (Select the correct response)

The muffin she bought from the centre's café was delicious.

She needs to remember to fill her car up with petrol on her way home.

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.

The results of the afternoon basketball competition held at the centre.

Practice Aptitude Quiz

Section 2: Numeracy

1. What will it cost the Verasi family to go ice skating? The family includes two adults; one boy aged 17 years and two 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?

Total recreational cost: (\$)

Practice Aptitude Quiz

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. Given this information:

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

Your Answer: (\$)

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?

Your Answer: (\$)

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

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?

Your Answer: (Kg)

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

Your Answer: (Kg)

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 six kgs through his health plan. What is Enos' target weight under this plan?

Your Answer: (Kg)

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

Your Answer: (Kg)

Practice Aptitude Quiz

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 class.

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

Your Answer: (\$)

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

Your Answer: (\$)

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

- d. How much more did that person pay?

Your Answer: (\$)

Practice Aptitude Quiz

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 500 ml.

Before Exercise

Drink 2 'standard' cups before starting the workout. Jamie measures the amount of water in his 'standard' cup and finds it holds 200 ml.

During Exercise (90-minute session)

Drink one 'drink bottle' of water every 45 mins. Jamie's water bottle also holds 700 ml of water. After Exercise

Drink 2 cups of water. Jamie continues to drink from his 'standard' cup holding 200 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 millilitres (mls) to litres (L).

Your Answer: (L)

Practice Aptitude Quiz

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 \$22.75 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 6.30 pm for one day?
- c. What is Bella's gross weekly pay?
- d. What is Bella's gross annual pay?
- e. The 'Northern Aquatic Centre' pays an additional amount in superannuation which is 9% of Bella's gross annual pay. How much superannuation will Bella receive?
- f. The Centre employs six Life Guards from Monday to Friday, each working seven hour shifts per day at \$24.75 per hour gross. How much is the Centre paying each week for the salaries of these Life Guards?
- g. Over the weekends, the Centre has seven Life Guards, each working 5 hour shifts per day at a rate of \$27.25 per hour gross. How much is the Centre paying for the weekend Life Guard salaries?
- h. 7 of the 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?

Practice Aptitude Quiz

ANSWERS

Section 1: Language and Literacy

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. False b. All over Australia c. Free of charge d. False e. False

4. a. Participate in sport and active recreation
b. People with or without a disability
c. A bowls-type target game
d. 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

Practice Aptitude Quiz

8. a. A very thick, (60 mm or more) landing surface to prevent head injury from falls from 1.8 metres
b. False
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);
 - Apply First Aid.
- Pool Life Gaurd - 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. Signalling 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

Practice Aptitude Quiz

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 and warming up
e. Swelling
f. Stop the activity to ensure no further stress and apply an ice pack or a cold press.
g. In 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 4.00 pm. As these are time critical tasks.
d. 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.

Section 2: Numeracy

1. a. \$54.00 b. \$15.10 c. \$11.7 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 b. 2.21L
Before exercise 495ml
During exercise 990ml
After exercise 495ml
Total 2210ml
6. a. \$33.75
b. \$210.44
c. \$1052.20
d. \$54714.40
e. \$4924.30
f. \$5197.50
g. \$1907.50
h. \$76300