



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.

Warehousing & Supply Chain Logistics

Practice Aptitude Quiz

Practice Aptitude Quiz

Part 1: About this quiz

Use this quiz to prepare for an Apprenticeship in the Warehousing & Supply Chain Logistics industry

This quiz:

- Is NOT a formal assessment tool or pre-requisite for any job application
- Shows key learning standards for the Warehousing & Supply Chain Logistics 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 Warehousing & Supply Chain Logistics industry
- Assess your literacy and numeracy at a Year 11 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 Warehousing & Supply Chain Logistics 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)

Practice Aptitude Quiz

More information about the Warehousing & Supply Chain Logistics industry

Visit www.yourcareer.gov.au/industries/i/transport-postal-and-warehousing

On this page you'll be able to:

- See the most popular Warehousing & Supply Chain Logistics industry occupations
- Get general information and statistics about the industry
- Search for Warehousing & Supply Chain Logistics industry courses

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. 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 dispatch 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.

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?

Practice Aptitude Quiz

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.

a. What are the three ways that an Australian Apprenticeship 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?

Practice Aptitude Quiz

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:

Practice Aptitude Quiz

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 \$1000 AUD (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 finalizing 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 \$1000 AUD 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 \$1000 AUD that arrive by international mail (post).

If your goods arrive in Australia by mail and have a declared or assessed value of \$1000 AUD 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.

- a. A consignment of car parts with a declared value of \$310 AUD imported by air cargo would normally be cleared from Customs control by lodging a:

- An Import Declaration
- Does not require any declaration
- A self-assessed clearance declaration
- An Unaccompanied Personal Effects Statement

- b. A consignment of clothing with a declared value of \$890 AUD that arrives through the postal service would normally be cleared from customs control by lodging a:

- A self-assessed clearance declaration
- An Unaccompanied Personal Effects Statement
- Does not require any declaration
- An Import Declaration

Practice Aptitude Quiz

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			NOTE: If 'Payment of Charges' Section not completed freight will be charged to your account.			
ALSO NOTIFY (Name and address)			SHIPPER TO INDICATE			
MODE OF TRANSPORT (specify) <input checked="checked" type="checkbox"/> Sea <input type="checkbox"/> Air			FREIGHT CHARGES PREPAID <input checked="checked" type="checkbox"/> (TO BE PAID BY SHIPPER) COLLECT <input type="checkbox"/> (TO BE PAID BY CONSIGNEE)			
PORT OF EXPORT Brisbane			INVOICE TERMS FOB <input type="checkbox"/> EXWORKS <input type="checkbox"/> C & F <input type="checkbox"/> CIF <input checked="checked" type="checkbox"/> OTHER <input type="checkbox"/>			
PORT OR AIRPORT OF DESTINATION Guangzhou			DOCUMENTATION ATTACHED COMMERCIAL INVOICE <input checked="checked" type="checkbox"/> PACKING LIST <input type="checkbox"/> OTHER <input type="checkbox"/>			
SHIPPER REQUESTS INSURANCE <input type="checkbox"/> No <input checked="checked" type="checkbox"/> Yes			AMOUNT TO BE INSURED AUD 18000.00			
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)			
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			DAGEROUS GOODS Are there Dangerous Goods covered by this Shipper's Letter of Instruction? <input type="checkbox"/> Yes <input checked="checked" type="checkbox"/> No If answered yes, please attach dangerous goods declaration.			
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.			DUTY DRAWBACK APPLICABLE <input type="checkbox"/> Yes <input checked="checked" type="checkbox"/> No			
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).			Does this export comply with the ATO rulings on GST for exports? <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No			
DATE:			SPECIAL INSTRUCTIONS			
SIGNATURE OF SHIPPER:			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:			

Practice Aptitude Quiz

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:

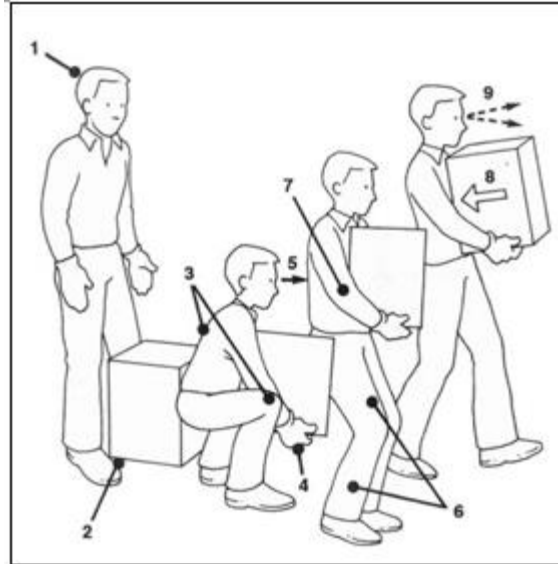
Practice Aptitude Quiz

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.

Practice Aptitude Quiz

7. Manual Handling technique:



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 is of similar heights.

Manual handling techniques		
<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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

Practice Aptitude Quiz

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

Task Description	
<p>Task a:</p> <p>A safe way to move a full 200 litre drum of liquid a minimum of 20 m.</p> <p>Which mechanical aide could help in this lifting task?</p>	
<p>Task b:</p> <p>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:</p> <p>Move a box or other container, with an approximate weight of 35 kgs, from floor level to a nearby bench.</p> <p>Describe how you would complete this task:</p>	

Practice Aptitude Quiz

Section 2: Numeracy

A calculator may be used

1. An exporter is sending 360 items packed in boxes of nine.
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 \$4400?

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. Adam is shipping six batches of goods.
 - a. What is the total value of the goods if the batches are worth: \$1535.83, \$24.00, \$120.00, \$10.50, \$181.37, \$15.15.

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

Practice Aptitude Quiz

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 = 56.25 kgs).
- 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: 727 cm / 100 = 7.27 m).
- 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, correct to two decimal places:

i. 900 pounds

ii. 61 pounds

iii. 152 pounds

b. Feet to Metres, correct to three decimal places:

i. 8 feet

ii. 22 feet

iii. 45 feet

c. Centimetres to Metres:

i. 1145 cm

ii. 291 cm

iii. 76 cm

d. Foreign Currency to Australian Dollar, correct to two decimal places.

i. USD 1200 where ROE = 0.72

ii. GBP 150 where ROE = 0.56

iii. USD 975 where ROE = 0.72

Practice Aptitude Quiz

7. Calculating the volume of the following shipments:

The volume 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.

e.g. 105 cm = 1.05m therefore use 1.05 m when multiplying.

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

	Consignment 1	Consignment 2	Consignment 3
Length	187 cm	94 cm	1.43 m
Width	62 cm	88 cm	0.57 m
Height	54 cm	71 cm	1.01 m
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?

Practice Aptitude Quiz

ANSWERS

Section 1: Language and Literacy

1.
 - a. Freight forwarders will assist with the movement of cargo to international destinations to and from Australia and vice versa.
 - 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, Shipper's 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. A self-assessed clearance declaration
 - b. Does not require any declaration
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

Practice Aptitude Quiz

7.

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: Numeracy

1. 40 boxes
2. a. 49 litres b. \$32.24
3. \$220.00
4. \$713.70
5. a. \$1886.85 b. \$2075.54 (rounded up from \$2075.535)
6. a. i. 408.23 kgs ii. 27.67 kgs iii. 68.95 kgs
 b. i. 2.438 m ii. 6.706 m iii. 13.716 m
 c. i. 11.45 m ii. 2.91 m iii. 0.76 m
 d. i. \$1666.67 ii. \$267.86 iii. \$1354.17
7. a. Consignment 1: 3.130 cbm Consignment 2: 1.175 cbm Consignment 3: 6.586 cbm
 b. 10.891 cbm