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 Allied Health Assistance area of the Direct Client Care Sector of the Health industry.

PART 1: About the Health Industry

1. The Health Industry at a glance

Key sectors:

- **Direct Client Care** - Allied Health Assistance, Health Services Assistance, Dental Assistance, Nutrition & Dietetic Assistance, Pathology, Ambulance Communications, Aboriginal and Torres Strait Islander Health, Enrolled Nursing, Complementary and Alternative Health, Ambulance Paramedic, Anesthetics, Audiometry, Medical Assistance

- **Public Health** - Community Health, Indigenous Environmental Health

- **Technical Support** - Dental Laboratory, Mortuary Theatre, Pharmacy Support, Prosthetic Technology, Mortuary Theatre, Sterilisation, Rehabilitation, Cast Technology, Hyperbarics, Optics, Sleep Technology, Cardiac Technology

- **Ancillary & Business Services** - Health Administration, Health Support

The Health and Community Services Industries underpin the national economy and workforce, providing essential services for all Australians. They are central to the wellbeing and development of the whole Australian population and support the health and care of all people from pre-birth and childhood through to ageing and death.

The combined Health and Community Services industries employ almost 1.2 million workers. That is 11% of the Australian workforce in over 350 separate occupations. (Source Australian Jobs 2011)


Weekly average earnings for major occupations:

- Therapy Assistant - $750
- Enrolled Nurse - $930
- Ward Assistant - $750
- Patient Service Attendant/Patient Care Assistant - $750
- Orderly - $750
- Food Services Assistant - $750
- Medical Assistant - $830
- Ambulance Transport Officer - $900
Jobs and demand information

**Allied Health Assistants** provide assistance in the provision of therapeutic and program related support to Allied Health professionals. Allied Health Assistants are not qualified to diagnose conditions or prescribe treatment. They work under the direction of professional staff such as Doctors, Social Workers, Physiotherapists, Speech Pathologists, Occupational Therapists, Dieticians, Podiatrists and Nurses. Allied Health Assistants are also known as Therapy Assistants, Podiatry Assistants, Physiotherapy Assistants, Speech Pathology Assistant and Occupational Therapy Assistants.

- Job prospects - Above average
- Weekly earnings - $800
- Occupation size - unknown

Potential entry level qualifications:
- Certificate III in Allied Health Assistance
- Certificate IV in Allied Health Assistance

**Ward Assistants** assist professional nursing and technical personnel in a hospital and/or other health care facility with non-medical duties such as preparing and maintaining beds, transporting clients, food distribution service and transportation and ward, patient and office support. Ward Assistants are also known as Health Support Services Workers, Porters and Orderlies.

- Job prospects - Above average
- Weekly earnings - $780
- Occupation size - 85,200

Potential entry level qualifications:
- Certificate II in Health Support Services
- Certificate III in Health Services Assistance

**Food Services Assistants/Kitchen Hands** assist hospital kitchen and service staff in preparing and serving food, and clean food preparation and service areas. They may also distribute and collect food trays, check food orders and replenish refrigerator supplies.

- Job prospects - Average
- Weekly earnings - $700
- Occupation size - 116,000

Potential entry level qualifications:
- Certificate II in Health Support Services
- Certificate III in Health Services Assistance
Enrolled Nurses work under the supervision and direction of registered nurses and provide patients with basic nursing care. They assist in the provision of acute, preventative, curative and rehabilitative nursing care in hospitals, aged-care facilities, the community and other health care settings.

- Job prospects - Above Average
- Weekly earnings - $950
- Occupation size - 32,000

Potential entry level qualifications:
- Certificate IV in Nursing (Enrolled/Division 2 nursing)
- Diploma of Nursing (Enrolled/Division 2 nursing)

Patient Care Attendants help acute care nursing staff in hospitals and other health care establishments with non-medical duties including housekeeping, transportation, ward, patient and office support.

- Job prospects - Average
- Weekly earnings - $780
- Occupation size - 85,200

Potential entry level qualifications:
- Certificate II in Health Support Services
- Certificate III in Health Services Assistance

About the qualifications

Qualifications provide the core skills, knowledge and experience (competencies) required for effective performance on the job plus the option of choosing a range of elective competencies that meet the needs of the employer and the individual.

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 carrying out of tasks.
3. Career Pathways Websites

› Career Pathways - www.pathwaysthatmatter.com.au
› Australian Apprenticeships Pathways - view potential career pathways for this sector - www.aapathways.com.au/search_job_02.cfm?c=16

Other useful careers sites are:

› Careers that Matter - www.careerthatmatter.com.au
› My Future - www.myfuture.edu.au

4. Job Hunting

Job vacancy website:


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 places 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/ProviderLocation.aspx?ProviderType=JNS&
5. Useful Contacts - continued

Industry Organisations:

› Community Services & Health Industry Skills Council - www.cshisc.com.au
› Health Services Union - www.hsu.net.au
› Health Services Directory - www.healthdirectory.com.au
› Hospitals Worldwide - www.hospitalsworldwide.com/countries/australia.php
› Public Health Association - www.phaa.net.au
› Australian Commission for Safety and Quality in Health Care - www.safetyandquality.gov.au
› National Enrolled Nurse Association - www.nena.org.au
› Australian Indigenous HealthInfoNet - www.healthinfonet.ecu.edu.au
› Occupation Therapy Australia - www.ausot.com.au
› Speech Pathology Australia - www.speechpathologyaustralia.org.au
› Australian Physiotherapy Association - www.apodc.com.au
› Australasian Podiatry Council - www.apodc.com.au
› Dieticians Association of Australia - www.daa.asn.au

Government Agencies:

› Australia’s Health Workforce Online - www.ahwo.gov.au
› Department of Health and Ageing - www.health.gov.au
› Aboriginal and Torres Strait Islander Health - www.health.gov.au/internet/main/publishing.nsf/Content/Aboriginal+and+Torres+Strait+Islander+Health-1lp
› Department of Family, Housing, Community Services and Indigenous Affairs - www.fahcsia.gov.au/careers/overview/Pages/default.aspx
› Department of Human Services - www.humanservices.gov.au
› Australian Institute of Family Studies - www.aifs.gov.au
› Australian Institute of Health and Welfare - www.aihw.gov.au
› Victorian Health and Community Services Careers - www.hscareers.vic.edu.au
› QLD Health - www.health.qld.gov.au/workforus
› TAS Dept of Health and Human Services - www.dhhs.tas.gov.au/careers
› SA Health - www.sahealth.sa.gov.au
› WA Dept of Health - www.jobs.health.wa.gov.au
Part 2: About this Resource

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 Health Services industry, with a focus on Allied Health Assistance.

This Practice Aptitude Quiz is neither a formal assessment tool nor a direct pre-requisite for any job application.

The Quiz focuses on literacy and numeracy questions contextualised to this specific industry. It has been developed with the assistance of industry, TAFE 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 maths requirements at the entry point of this particular Australian Apprenticeship career path;
- used by teachers as classroom based activities for students in Year 12 and VET Health Services-centred studies.

This Quiz does not cover aspects such as general knowledge or complex problem solving or reasoning skills. The level of reading, writing and mathematical 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.

Answers are located at the end of the Quiz.
Part 3: The quiz

Section 1 - Literacy, Reading and Comprehension

1. Underline the correct word for each of the following sentences:

   a. Julie enjoys working in Allied Health and her supervisor says that Julie is always .................
      punctual        punktual        punctal        puntual
   b. As an Allied Health Worker, you may assist physiotherapists to deliver .........................
      programmes      pregrains      programs      progaimes
   c. Infection control routines are used in Health .........................
      Services        Cervices       Services       Servises
   d. It is important for everyone working in the Health Industry to look after their own health and ......
      wellbing        wellbeeng      wellbeing      willbeing

2. Circle the word which can replace the word in the sentence that appears underlined.

   a. Health and safety hazards can be minimised by enforcing good health and safety practices within the workplace.
      increased        reduced        maximised        prevented
   b. As an Allied Health Worker, you will provide assistance to Allied Health Professionals such as a nutritionist to implement their programs.
      opinions        knowledge      support        answers
   c. Workers in the Health Care industry must be careful to ensure patient confidentiality.
      gossip          lies           conversation   privacy
   d. When undertaking and working with daily activities in the health industry, knowledge of the correct hand washing technique is an essential requirement.
      unnecessary      mandatory      helpful      optional
Spelling

3. Circle the correct spelling of the following words:
   a. Privasy  Privacy  Prevary  Pryvacy
   b. Podiatriste  Podiatrist  Podietrise  PoditRICTs
   c. Steril  Steeril  Sterile  Starile

Judgement and coherent thinking

4. a. The following words are related to Allied Health work. Arrange them in alphabetical order in the right hand column.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied</td>
<td></td>
</tr>
<tr>
<td>Exercise</td>
<td></td>
</tr>
<tr>
<td>Confidentiality</td>
<td></td>
</tr>
<tr>
<td>Therapy</td>
<td></td>
</tr>
<tr>
<td>Medication</td>
<td></td>
</tr>
<tr>
<td>Injury</td>
<td></td>
</tr>
<tr>
<td>Infection</td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td></td>
</tr>
<tr>
<td>Brace</td>
<td></td>
</tr>
</tbody>
</table>

b. The following procedure for washing hands is not in the correct order. Rearrange the numbers in the correct order.

1. When soap has foamed, rinse well with water.
2. Dispose the paper towel correctly.
3. Thoroughly rinse hands with water.
4. Dry hands thoroughly using clean paper towel.
5. Use medicated hand wash and rub thoroughly over both hands for 20 seconds.

Rearrange the numbers here:
Comprehension

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

Sources of Infection
(Extract from ‘Working safely in Aged Care’ by Aspire)

Infection is a medical condition that is caused by micro-organisms. These are very small particles that lodge in the human body and multiply, causing disease. A disease is an illness, sickness or medical condition. One of the most common infections is the common cold.

Infection is a risk for everybody. A variety of organisms can cause infections. The most common ones are:

**Bacteria** - Bacteria are a form of plant life, often called germs. They are so small that they can only be seen under a microscope. Infections caused by bacteria can be treated with antibiotics. Antibiotics are medicines with an anti-bacterial effect.

**Viruses** - Viruses are smaller than bacteria and cannot be seen with a microscope. Viruses need a body to live in and multiply. A virus lives in the cell of a living plant or animal or person. Viruses are able to move and infect other cells. This is how a virus grows and spreads. Viral infections tend to be more severe and are harder to treat. They do not respond to antibiotics.

**Fungi** - Fungi are like mushrooms and mould and are present in the air, water and soil. Very few cause infections.

Some of these organisms are present all around us and in normal numbers do not cause infection. For example there are bacteria that live in our bowel and help us with the digestion of food.

Other organisms such as the flu virus are highly contagious. This means that they can spread very easily from one person to another. You do not have to be in contact with the virus for very long to catch it and get sick. Most people have an immune system that helps to prevent infections. Your immune system is your natural defence against illness. However as people get older, the immune system is less effective due to the ageing process. Older people are less able to fight infections and they tend to be sicker and take longer to get better.

a. **What is an infection?**

b. **Who can be affected by an infection?**
c. Why are infections caused by a virus more dangerous than those caused by bacteria?

________________________________________________________

________________________________________________________

d. What is meant by the term contagious?

________________________________________________________

________________________________________________________

6. Read the following information about the role of an Allied Health Assistant.

The role of the Allied Health Assistant varies depending on the workplace and services provided. You could be involved in assisting a healthcare professional such as a Physiotherapist, Osteopath, Podiatrist, Speech Therapist or Dietician to undertake their prescribed care plan so as to enable the client to live as independently and comfortable as possible.

This could be assisting the client to practice exercises, regain their daily living skills after a stroke or accident, provide basic foot care, or help with speech therapy and exercises.

In some cases, to communicate effectively with the clients in your care you may need to use a variety of approaches such as sign language, drawings, talking slowly, listening carefully, writing; verbal responses and using computers appropriately.

You will also need to communicate with your colleagues and other health care professionals by providing feedback after a patient or client session, and in some cases helping maintaining patient or client records. This means that verbal and non-verbal communication, as well as accurate spelling, grammar and numeracy, are important skills for people employed as Allied Health Assistants.

Additionally, to enable you to undertake your duties effectively you will be required to have a basic knowledge of medical terminology, a basic understanding of the human body and its systems, as well as the ability to follow safe work practices to maintain your own health and safety.

Health Care workers can have a high risk of back injuries. The greatest risk of back injury is when you are lifting, carrying and lowering things. Ways to prevent injuries when lifting include:

1. Use equipment such as a hoist or trolley designed to carry a person or equipment like wheel chairs when residents have to be moved long distances;
2. Lift only as a last resort - the best option is NOT to lift heavy items;
3. Plan the move—think about how you will move the person before you do;
4. Bend your knees;
5. Keep the object close to your body;
6. Work with a partner;
7. Lift in small stages - for example floor to chair, then to table;
8. Wear appropriate clothing and shoes;
9. If you are not sure how to lift any load ask your supervisor.
Thinking about the information you have just read, please answer the following questions:

a. You have been asked to set up the gym for a physiotherapy session and you notice that the large box with 15 pairs of 2.5kg hand weights that are needed for the session is in the storeroom. What course of action would you take? Circle the correct response.

i. Drag the box on the ground to the gym
ii. Try to move the box on your own to save time
iii. Get someone to help you move the box using a trolley

b. If the box was light enough to lift on your own, which of the following options would be an incorrect option when picking up and carrying the weights? Circle your response.

i. Plan the move before you lift
ii. Carry as much as possible in any one trip
iii. Bend your knees when lifting
iv. Keep the object close to the body when lifting

c. List five methods of communication that an Allied Health Assistant may use when working with clients.

________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________


d. Why are communication skills such as grammar and spelling important in the role of the Allied Health Assistant? List two reasons.

________________________________________________________________________
________________________________________________________________________

________________________________________________________________________
________________________________________________________________________

7. Medical words come from Latin and the word root is the basic building block of a medical term. It provides the main meaning of the word and it usually indicates a body part.

<table>
<thead>
<tr>
<th>Word Root</th>
<th>Body part</th>
<th>Example</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gastr</td>
<td>Stomach</td>
<td>Gastric juices</td>
<td>Acids in the stomach</td>
</tr>
<tr>
<td>Cardi</td>
<td>Heart</td>
<td>Cardiac arrest</td>
<td>A Heart attack</td>
</tr>
<tr>
<td>Trache</td>
<td>Windpipe</td>
<td>Trachetitis</td>
<td>Inflammation of the windpipe</td>
</tr>
<tr>
<td>Dermat</td>
<td>Skin</td>
<td>Dermatitis</td>
<td>Inflammation of the skin</td>
</tr>
<tr>
<td>Rhin</td>
<td>Nose</td>
<td>Rhinoplasty</td>
<td>Surgical repair of the nose</td>
</tr>
</tbody>
</table>

Which parts of the body are the following words referring to?

<table>
<thead>
<tr>
<th>Medical Term</th>
<th>Body Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhinitis</td>
<td>Nose</td>
</tr>
<tr>
<td>Cardiology</td>
<td>Heart</td>
</tr>
<tr>
<td>Gastritis</td>
<td>Stomach</td>
</tr>
<tr>
<td>Dermatology</td>
<td>Skin</td>
</tr>
</tbody>
</table>
8. Read the following passage about The Systems of the Body and answer the question that follows.

**Respiratory** - takes in/expels air, absorbs oxygen into the blood, removes carbon dioxide
**Digestive** - takes in food, processes/extracts nutrients, expels waste
**Cardiovascular** - pumps oxygenated blood around the body and returns oxygen-poor blood to the lungs
**Urinary** - controls the volume and composition of blood, filters and expels waste
**Nervous** - regulates and coordinates physical and mental body activity
**Reproductive** - creation, development and nurturing of babies
**Integumentary** - protects against dehydration and injury - the skin, eyelashes, nails
**Muscular** - holds body erect, allows movement, generates body heat, moves body fluids
**Skeletal** - supports and shapes the body and protects vital organs, forms some blood cells, stores minerals
**Endocrine** - integrates all body functions

Match each body system with the correct functions.

<table>
<thead>
<tr>
<th>Body System</th>
<th>Body System Letter</th>
<th>Body System Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urinary</td>
<td>A</td>
<td>Creation, development and nurturing of babies</td>
</tr>
<tr>
<td>Integumentary</td>
<td>B</td>
<td>Gives support and shape to the body and protects vital organs</td>
</tr>
<tr>
<td>Nervous</td>
<td>C</td>
<td>Takes in and expels air, absorbing oxygen into the bloodstream and removing carbon dioxide</td>
</tr>
<tr>
<td>Reproductive</td>
<td>D</td>
<td>Protects against injury and dehydration</td>
</tr>
<tr>
<td>Digestive</td>
<td>E</td>
<td>Pumps oxygen-rich blood to all areas of the body and returns oxygen-poor blood to the lungs</td>
</tr>
<tr>
<td>Respiratory</td>
<td>F</td>
<td>Regulates and coordinates physical and mental body activity</td>
</tr>
<tr>
<td>Skeletal</td>
<td>G</td>
<td>Takes in food, processes it, extracts nutrients then expels waste</td>
</tr>
<tr>
<td>Cardiovascular</td>
<td>H</td>
<td>Controls the volume and composition of blood, filters and expels waste</td>
</tr>
</tbody>
</table>
9. Read the following and answer the questions that follow.

Mr Murali has had a stroke that has affected his speech and his range of movements. You have been asked to assist with his exercises to help him regain movement in his right arm. He appears to have trouble understanding and completing the exercises and is becoming frustrated. You decide to assist Mr Murali by drawing some ‘step by step’ pictures of the exercises, and once again demonstrate the exercises yourself. You speak slowly and calmly, making direct eye contact with Mr Murali as you repeat your explanation of the exercises. You also acknowledge that Mr Murali is frustrated and upset about his condition. You encourage him to persist and remain positive. Mr Murali agrees to attempt the exercises again and successfully completes the session.

a. List two ways in which you have helped Mr Murali better understand the exercises.

b. Looking at this scenario, which of the following strategies would not be part of an effective strategy? Circle your response.

i. Acknowledge the patient’s situation and feelings
ii. Provide encouragement to the patient
iii. Ask the patient not to complain until after the session is completed
iv. Communicate clearly so that the patient clearly understands your instructions.
Section 2 - Mathematical Questions

1. Convert the following:
   a. $2.21 to cents
   b. 4500 cents to dollars
   c. 196 days to weeks
   d. 156 weeks to years

2. Calculate the number of hours and minutes from 3.00 p.m. to 11.15 p.m.

3. Calculate the following:
   a. 74 x 33 =
   b. 280 ÷ 2.5 =

4. Write as a number:
   a. One thousand, three hundred and two
   b. Twenty four thousand and twenty eight

5. Calculate the following:
   a. 333 + 998 =
   b. 111 + 357 =
   c. 7000 - 555 =
   d. 1233 - 77 =

6. Multiply the following:
   a. 7500 x 29 =
   b. 35 x 12 =
Problem Solving

1. You arrive at work at 3.00 p.m. and leave at 10.15 p.m. How long have you been at work? Write your answer in number of hours and number of minutes.

2. You have been asked to monitor the fluid intake of one of your clients during each exercise session. If your client drinks the following quantities, how much has your client drunk in total? Provide the answer in millilitres.

<table>
<thead>
<tr>
<th>Session</th>
<th>Fluid Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>500 mls of water</td>
</tr>
<tr>
<td>2</td>
<td>290 mls of energy drink</td>
</tr>
<tr>
<td>3</td>
<td>600 mls of water</td>
</tr>
<tr>
<td>4</td>
<td>300 mls of water</td>
</tr>
</tbody>
</table>

Total fluid intake: __________________________ millilitres

3. You are sorting out occupational therapy materials for the children’s therapy centre. If you have 20 boxes of rubber balls and each box contains 50 rubbers, how many rubber balls do you have in total?

4. If you work for 70 hours a fortnight and earn $18 dollars an hour, what will your earnings per week be before tax deduction?

5. A cleaning fluid must be diluted to a ratio of 1:5 with water before it can be used. If you have 100mls of cleaning fluid, how much water will have to be added before you can use the fluid?

6. You have been provided with a tin of toffees to distribute equally to the staff members in your team. If the box contains 200 toffees and you have a total number of 8 staff, how many toffees does each staff member receive?
ANSWERS

Section 1 - Literacy, Reading & Comprehension Questions

1. a. punctual  
   b. programs  
   c. Services  
   d. wellbeing
2. a. reduced  
   b. support  
   c. privacy  
   d. mandatory
3. a. Privacy  
   b. Podiatrist  
   c. Sterile  
   d. Manual
4. a.  
   - Allied  
   - Brace  
   - Confidentiality  
   - Exercise  
   - Infection  
   - Injury  
   - Medication  
   - Professional  
   - Therapy  

   b. 3, 5, 1, 4, 2
5. a. A Medical condition  
   b. Everyone  
   c. Viruses are smaller and cannot be treated with antibiotics  
   d. A condition that is easily spread from one individual to another
6. a. iii  
   b. ii  
   c. sign language, drawings, talking slowly, listening carefully, writing; verbal responses and computers  
   d. to communication with your colleagues and other health care professionals and with patients or clients
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<table>
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<tr>
<th>Medical Term</th>
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<td>Dermatology</td>
<td>Skin</td>
</tr>
</tbody>
</table>
8.  
<table>
<thead>
<tr>
<th>Match these functions with the correct Body System Letter</th>
<th>Body System Letter in this column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation, development and nurturing of babies</td>
<td>D</td>
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<td>Takes in food, processes it, extracts nutrients then expels waste</td>
<td>E</td>
</tr>
<tr>
<td>Controls the volume and composition of blood, filters and expels waste</td>
<td>A</td>
</tr>
</tbody>
</table>
9.  a. draw some ‘step by step’ pictures of the exercises, demonstrate the exercises yourself, speak slowly and calmly, make direct eye contact.
   b. iii

Section 2 – Mathematics Questions

1.  a. 221 cents  b. $45.00  c. 28 weeks  d. 3 years
2. 8 hours and 15 minutes
3.  a. 2442  b. 112
4.  a. 1302  b. 24028
5.  a. 1331  b. 468  c. 6445  d. 1156
6.  a. 217500  b. 420

Section 3 - Problem Solving

1. 7 hours and 15 minutes
2. 1690 millilitres
3. 1000
4. $630
5. 500 mls
6. 25
Contributions
This Practice Aptitude Quiz was developed by:

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.

The Community Services and Health Industry Skills Council (CS&HISC) is one of 11 Industry Skills Councils which have custodianship of all VET Education Training Packages. CS&HISC oversees two Training Packages in the following industry sectors: Community Services and Health. CS&HISC works closely with industry, education and government to ensure that the qualifications in these sectors reflect real industry skill requirements and to build capability, professionalism, and innovative capacity in Australia’s workforce.

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The Gordon 1-10 initiative has been developed to see the Institute recognised as a leader in education and training at a regional, State, national and international level. With innovative approaches to new technologies and learning strategies The Gordon is playing a key role in ensuring the current and future needs of business, industry and community are being met.

**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.

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.

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