



Practice Aptitude — QUIZ —

Warehousing & Supply Chain Logistics



Practice Aptitude QUIZ

Part 1: About this Warehousing and Supply Chain Quiz

This Practice Aptitude Quiz shows some of the key learning standards needed by someone starting an Australian Apprenticeships entry-level qualification in the Warehousing and Supply Chain sector. The quiz was developed with the help of industry, TAFE and the secondary school sector as a careers resource.

This Practice Aptitude Quiz is not a formal assessment tool or a pre-requisite for any job application.

About this quiz

- This quiz focuses on literacy and numeracy questions, using examples related to this specific industry.
- The quiz should take approximately 60 minutes to complete.
- You can use calculators to assist you during the quiz.
- Answers are located at the end of the quiz.
- Prices for items and rates of pay are used for maths purposes only. They may not reflect correct values.

Who should use it?

This quiz can be used by students and job hunters who want to understand the literacy and numeracy requirements of an Australian Apprenticeship. It can also be used as a practice before sitting a formal aptitude test.

The quiz can also be used by organisations and career practitioners working with students and job hunters, to:

- Assist in discussions about the literacy and numeracy requirements of Australian Apprenticeship training.
- Provide guidance on the level of study involved in starting an Australian Apprenticeship entry level qualification in this industry.
- Demonstrate and explain how literacy or numeracy relate to this industry.

Employers and industry associations may also use this quiz to educate potential Australian Apprentices about the literacy and numeracy requirements in their industry.

After the quiz

If you are worried about your literacy or numeracy skills you should talk to a career adviser or teacher if you are still at school or in training. You can also talk to the Reading Writing Hotline on 1300 655 506 or at readingwritinghotline.edu.au.

For more information about the industry you are interested in, take a look at the industry pages at aapathways.com.au/industries. You can find information about pre-apprenticeships, industry specific job-hunting tips, and peak industry bodies that may be able to help you with further information about that industry.



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Information about the Steps to an Australian Apprenticeship can be found at aapathways.com.au/steps. These will help you with the steps to finding an Australian Apprenticeship, including preparation and job hunting.

Useful contacts

Here are some organisations that may be able to support you with your literacy and numeracy skills, or your Australian Apprenticeship journey:

- Reading Writing Hotline: 1300 655 506 or readingwritinghotline.edu.au
- Career services: aapathways.com.au/career-services
- Australian Apprenticeship Support Network providers: aapathways.com.au/sps
- Group Training Organisations: aapathways.com.au/sps

Intended Use Summary

This quiz is:

- A practice test of literacy and numeracy skills.
- A general guide to study requirements for entry level qualifications.
- Intended to test at a Year 11 level.
- Intended to guide further careers investigation with the help of a careers expert.
- Designed to be completed with a calculator.

This quiz is not:

- A pre-requisite for any job application.
- A formal assessment of literacy and numeracy.
- A test of general knowledge.
- A test of complex problem solving or reasoning.
- A guide for prices of items or rates of pay. These figures are fictional examples.



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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?



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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?



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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:



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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



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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 | | |
| SHIPPERS 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 (<i>specify</i>) <input checked="" type="checkbox"/> Sea <input type="checkbox"/> Air | | FREIGHT CHARGES | | |
| | | PREPAID <input checked="" type="checkbox"/> (TO BE PAID BY SHIPPER) | | |
| PORT OF EXPORT Brisbane | | INVOICE TERMS | | |
| | | FOB <input type="checkbox"/> | | |
| PORT OR AIRPORT OF DESTINATION Guangzhou | | EXWORKS <input type="checkbox"/> | | |
| | | C & F <input type="checkbox"/> | | |
| SHIPPER REQUESTS INSURANCE <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | DOCUMENTATION ATTACHED | | |
| | | COMMERCIAL INVOICE <input checked="" type="checkbox"/> PACKING LIST <input type="checkbox"/> OTHER <input type="checkbox"/> | | |
| AMOUNT TO BE INSURED AUD 18000.00 | | CIF <input checked="" type="checkbox"/> | | |
| 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) | | | | |
| <p style="text-align: center;">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</p> <p>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.</p> <p>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).</p> <p>DATE:</p> <p>SIGNATURE OF SHIPPER:</p> | | DAANGEROUS 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. | | |
| | | 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"/> | | | | |



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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:



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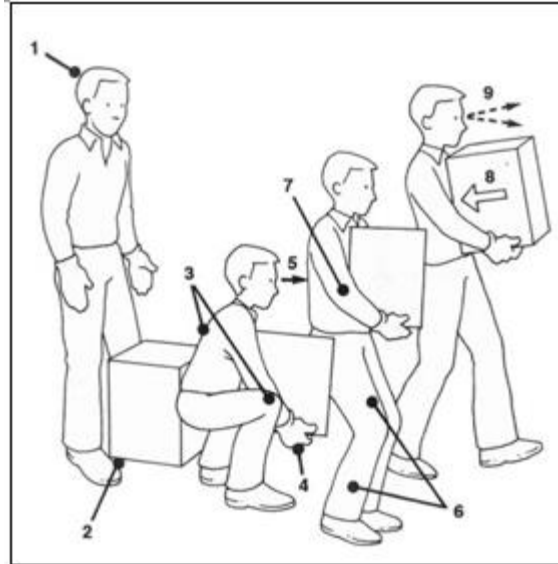
6. In transport and logistics, there are packaging provisions for dangerous goods. On occasion customers deliver cargo to us that is not packaged suitably for transport. Identify the problem with each container pictured below. Write your response in the right-hand column:

| | |
|---|----|
|  | a. |
|  | b. |
|  | c. |
|  | d. |



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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 |



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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> | |



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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%)



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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 (round your answer to two decimal places). ROE stands for Rate Of Exchange.

i. USD 1200 @ ROE 0.72

ii. GBP 150 @ ROE 0.56

iii. USD 975 @ ROE 0.72



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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?



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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



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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. \$1122.54 ii. \$225.90 iii. \$912.07
7. a. Consignment 1: 3.130 cbm Consignment 2: 1.175 cbm Consignment 3: 6.586 cbm
b. 10.891 cbm



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This Practice Aptitude Quiz was developed by:



The Australian Apprenticeships and Traineeships Information Service (AATIS) aims to increase awareness of potential apprenticeship and traineeship pathways for students, job hunters, career changers and employers. It also provides up to date information and resources to organisations serving those groups. AATIS runs the [Australian Apprenticeships Pathways website](#), the [AusAppPathways Mobile App](#), and the [My Gain YouTube Channel](#). AATIS is funded by the Australian Government Department of Education and Training.



The Australian Centre for Career Education - www.ceav.vic.edu.au

The Australian Centre for Career Education is a state based peak association for career practitioners working in a range of educational settings. The ACCE provides membership, training and professional development aligned to the national standards for career practitioners. It also provides careers counselling to the general public and consultancy to industry and governments.

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