



# Practice Aptitude — QUIZ —

**Early Childhood Education and Care**



# Practice Aptitude QUIZ

## Part 1: About this Early Childhood Education and Care 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 Early Childhood Education and Care sector of the Community Services Industry.

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

This quiz has been developed with the assistance of Industry and Registered Training Organisations based on the needs and requirements of the industry sector.

It focuses on literacy, numeracy, comprehension and problem-solving questions contextualised to this specific industry.

This Practice Aptitude 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 young person at Year 10 level.

This resource can be used by a number of different organisations and people such as careers practitioners with young people, 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 this industry;
- Provided to people to enable them to practice their skills before sitting an actual aptitude test;
- Used by teachers as a guide to industry math requirements at the entry point of this particular Australian Apprenticeship career path;
- Used by teachers as classroom based activities for students in Year 10 to 12 and VET Business-centred studies.

The quiz should be able to be completed in approximately 1 hour and 15 minutes.

**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.**

Calculators may be used to complete this practice assessment.

Answers are located at the end of the quiz.



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## **Children's Services Career, Occupational Information and Job Hunting Resources**

Information and links on the Early Childhood Education and Care Sector, careers, job prospects as well as career websites and job hunting resources can be found at [www.aapathways.com.au/Industry](http://www.aapathways.com.au/Industry)

### **After the Quiz**

There are a range of support services available to help you find out about courses that may help you improve your literacy and numeracy skills and also your readiness for work.

If you are still at school you should discuss any concerns you may have with your career practitioner. Further information may also be provided by an employment service provider, an Australian Apprenticeships Support Network (Apprenticeship Network) provider, a Group Training Organisation or a training provider.

### **Useful Contacts**

#### **Here are some links to job seeker support services:**

Search for your local Australian Apprenticeships Support Network (Apprenticeship Network) provider [www.aapathways.com.au/sps](http://www.aapathways.com.au/sps)

Find a local Group Training Organisation [www.grouptraining.com.au/Find/find\\_gto.html](http://www.grouptraining.com.au/Find/find_gto.html)

Employment service providers work with eligible job seekers to develop an individually tailored plan. The plan maps out the training, work experience and additional assistance needed to find job seekers sustainable employment - <https://jobsearch.gov.au/>



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## Part 2: The Quiz

### Section 1 – Literacy, Reading and Comprehension

1. Underline the correct spelling of the missing word in each of these sentences:

a. Mary enjoys working in Child Care. Her supervisor says she is very .....

punctule                      punctual                      punntual                      punctuate

b. The teacher ..... to her student.

listened                      lisened                      lissened                      listen

c. Children called Roger names and hurt his ..... while he was playing with them.

fealings                      feelings                      felings                      fealings

d. It is important for children to have a variety of learning .....

experriences                      xperiences                      experences                      experiences



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

a. The child care assistant employed good working habits within the work environment.

hired                      utilised                      explained                      took

b. Health and safety hazards can be minimised by enforcing good health and safety practices within the workplace.

prevented                      deficient                      eluded                      reduced

c. Early childhood professionals encourage children to explore their surroundings, solve problems, communicate and think creatively and constructively.

discover                      find                      look                      destroy

d. In Children's Services, you need to work as part of a group to achieve your goals.

team                      colleagues                      others                      friends

## 3. Read the article below and answer the questions that follow:

### Temperature Control

If the child does have a temperature, then we need to reduce it. There are a number of ways to do this. We can:

- loosen or remove their outer clothing
- give them small sips of water
- open the windows
- use a fan to blow cool air
- sponge them with lukewarm water

Although it may be tempting to place them in a cold bath or use ice to cool the fever (and you may have seen movies where this approach has been used) do not do this as it may lower the temperature too quickly and send the child into shock.

If the child is overheated we need to check their temperature every half an hour to see if our strategies for lowering their body heat are working.



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Taking a child's temperature is just one way of identifying a possible illness. You will probably come across people who are keen to take children's temperatures at set times throughout the day *so they understand the child's normal body temperature*. We do not need to do this unless it is a service policy. We are much more likely to identify the onset of illness if we watch and observe the children in our care.

There are, however, a number of illnesses that commonly occur in children. Although we are not required (and we are not medically qualified) to diagnose a child's particular illness, it does help if we have a basic understanding of the type of diseases we will encounter working in early childhood. '*Staying Healthy in Childcare*' provides an excellent overview of respiratory complaints, gastrointestinal complaints (diarrhoea and vomiting), skin complaints and illnesses such as hepatitis, measles and meningitis.

**a. Why is it not advisable to place a child in a cold bath if they have a temperature?**

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**b. What is the best way for child care workers to notice if a child in their care is not well?**

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**c. Why is it important for child care workers not to diagnose illnesses of children in their care?**

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

## **Sources of Infection**

Infection is a medical condition that is caused by micro-organisms. These are very small living things 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 sources can cause infections. The most common ones are:

**Bacteria** - Bacteria are tiny organisms that are so small they can only be seen under a microscope; hence they are named single-celled microorganisms. Infections caused by bacteria can be treated with antibiotics. Antibiotics are medicines that inhibit the life cycle of bacteria.



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**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, 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 because they do not respond to antibiotics.

**Fungi** - Fungi such as mushrooms and mould spread by spores which are present in the air, water and soil. Very few cause infections. There are not many types of fungal infections. Notable fungal infections include tinea. Athletes foot and thrush.

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 the stomach 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. Humans have an immune system that helps to prevent infections. Your immune system is your natural defence against illness. However, children have not built up their immune system because they have not been exposed to different infections. Therefore, children are less able to fight infections and they tend to be sicker and take longer to get better. *(Extract from 'Working safely in Aged Care' by Aspire Learning Resources)*

## Questions

a. What is an infection?

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b. Who can be affected by an infection?

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c. Why are infections caused by a virus more dangerous than those caused by bacteria?

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d. What is meant by the term contagious?

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**5. Read this following passage then answer the question that follows:**

The Barry-Singh family have two children: Jasmine (4 years) and Mala (2 years). For religious reasons neither child is allowed to eat meat, fish or dairy products of any kind on Fridays. Despite training and instructions to all staff there is one carer who forgets this requirement and gives the children milk to drink on a Friday.

From the following statements circle the option that does not meet the requirements the Barry-Singh family have established for the care of their children.

- a. The Barry-Singh children are not allowed to eat meat, fish or dairy products on a Friday.
- b. Jasmine and Mala can eat any foods Monday to Thursday.
- c. The children can drink milk on a Friday.

## Spelling

**6. Circle the correct spelling of the following words:**

- |    |              |               |              |              |
|----|--------------|---------------|--------------|--------------|
| a. | Asesment     | Assesment     | Assessment   | Asassment    |
| b. | Rephlective  | Reflektive    | Reflecctive  | Reflective   |
| c. | Availability | Avvailability | Availability | Avalavillity |
| d. | Cleening     | Cleaning      | Cleanning    | Clening      |



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## Judgement and clear thinking

7. The following words are related to working in Child Care. Arrange them in alphabetical order.

Confidence	
Behaviour	
Equipment	
Nutritious	
Respectful	
Supportive	
Information	
Transition	
Restful	
Injury	

8. The following procedure for washing hands is not in the correct order.

a. Rearrange the numbers in the correct order.

1. When soap has foamed, rinse well with water.
2. Dispose the paper towel correctly.
3. Thoroughly wet 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.

Order of numbers = \_\_\_\_\_

Thinking about this procedure:

b. With what should you wash your hands?

\_\_\_\_\_



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c. When soap has foamed, what should be done next?

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d. What should you do with the paper towel once you have dried your hands?

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9. Match each of the following Occupation, Safety & Health (OH&S) items with its accompanying definition. Insert the item number that applies to the related definitions in the table below.

Item	Definition	Correct Item Number
1. Personal Protective Equipment	Substances or materials that have the potential to cause immediate harm, for example detergent or disinfectant if swallowed.	
2. Emergency Equipment	Alerts workers and clients that there is a potential hazard and so care must be taken. A hazard is capable of causing personal injury, occupationally related disease or death. A 'wet floor' sign is an example of this type of hazard.	
3. Dangerous goods	Any equipment specifically used in an emergency. Attention must be paid to safe usage of the equipment, for example a fire extinguisher.	
4. Hazard or warning signs	Equipment and gear used by workers to protect them from hazards in the workplace, for example, gloves and sunscreen.	



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10. Read the following safety procedures and answer the questions below.

## The lifting and moving of heavy objects procedure

When lifting and moving objects, follow the procedures as listed below:

- Before you lift anything, assess the load to ascertain if it is very heavy.
- Get close to the load, so you do not have to reach out to pick it up.
- Place your feet well, so you do not lose balance.
- Lower your body without bending your back.
- Get a firm grip with both hands, so the load does not slip.
- Lift using your leg muscles, so you do not strain your back.
- If you are not sure about how to lift any load or object, speak to your supervisor immediately and ask for assistance.

a. Why do you need to get close to the load before picking it up?

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b. How do you ensure that the load does not slip?

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c. What should you do if you are not sure about how to lift a load?

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11. Several pre-schools aged children have been interested in the road works that are taking place outside their Day Care Centre. They call out to you to *“Come and watch the big digging machine.”*

Following are some questions you could ask the children to gain an understanding of the children’s interest? Circle the least appropriate question from the following list of questions.

- a. What can you see?
- b. Are you coming in for morning tea?
- c. What are they building?
- d. What are they digging?
- e. Do you know what this vehicle is called?



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## 12. Allergies

Food allergy is caused by an immune system reaction to the protein in a food such as milk, nuts, eggs, wheat, seafood and soy. Symptoms can include skin reactions, swelling of the lips, tongue or mouth, vomiting, diarrhoea, tightness in the throat, difficulty breathing, and occasionally a life-threatening reaction call anaphylaxis.

Even small amounts of a food can cause reactions. Reactions may occur immediately or within one hour of eating or touching the food. Most children 'grow out' of allergies by school age. However, seafood and nut allergies tend to be lifelong.

**a. Food allergies are usually caused by: (Circle the correct response)**

- I. the size of the portion of food
- II. the flavour of the food
- III. the proteins in some foods
- IV. the time of day a meal is eaten

**b. Which of the following is not a possible symptom of a food allergy? Circle the correct response.**

- I. Vomiting
- II. Car sickness
- III. Swelling of the lips
- IV. Difficulty breathing



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## Section 2 – Mathematics

### Numbers (Conversions, Calculations, Estimations, Time)

1. Convert the following:

\$3.52 to cents	
7000 cents to dollars	
35 days to weeks	

2. Calculate the number of hours and minutes from 9.05 a.m. to 3.35 p.m.

\_\_\_\_\_

3. Circle the best estimate of the answer for the following:

a.  $99 \times 89 =$                       89                      890                      89000                      8900

b.  $8000 \div 37 =$                       4000                      2000                      200                      400

4. Write as a number:

Nine thousand, two hundred and sixty eight	
Forty nine thousand and sixty three	

5. Calculate the following:

$43 + 27 =$	
$602 + 198 =$	
$433 - 348 =$	

6. Multiply the following:

$7.84 \times 10 =$	
$9 \times 12 =$	
$4 \times 9 =$	
$8 \times 6 =$	



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## Problem Solving

7. You arrive at work at 7.00 a.m. and leave at 3.30 p.m. How long have you been at work? Write your answer in number of hours and number of minutes.

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8. You have been asked by child care staff to monitor the fluid intake of a child. What is the total fluid intake if the individual consumes the following fluids throughout the day? Provide your answer in litres.

250 mls of milk in a bowl of cereal

300 mls drink of water

150 mls of custard

150 mls drink of orange juice

Total fluid intake (litres)

\_\_\_\_\_

9. Poppy is a child in your care. She is only allowed to have 2 litres (2000 mls) of fluid a day. If Poppy has drunk the following amounts, how much can she drink for the remainder of the day? Provide your answer in millilitres.

400 mls

300 mls

500 mls

Poppy is allowed to drink another mls for the day.

\_\_\_\_\_

10. A play dough recipe requires flour to be diluted at a ratio of 1:4 with the water. If you have 8 cups of flour, how many cups of water will have to be added to the flour to make the dough?

\_\_\_\_\_ cups of water

11. When I work more than 30 hours a week, I get paid overtime at a rate of \$15.60 per hour before tax. Last week, I worked 35 hours a week. What is my overtime payment before tax?

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12. Jacob needs to administer medicine to a child in his care at the Centre. He is due to give the medicine four hours after the last dose. If the last dose was at 9.00 a.m., what time should Jacob give the medicine? *Circle the correct answer.*

11.00 am

1.00 pm

12.00 pm

12.00 am



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13. Isabel had to catch a train to work. She caught the 8.25 am Smithfield train. She arrived at the Central Station at 9.00 am. How long was her travel time? Circle the correct answer.

45 minutes

50 minutes

35 minutes

20 minutes

14. If a city's maximum temperature was 42 degrees and the minimum was 9 degrees, what is the difference between the two temperatures? Circle the correct answer.

29

35

27

33

15. Jamie bought 3 bottles of milk at \$1.08 each. How much change should he receive from \$10.00? Circle the correct answer.

\$6.80

\$7.00

\$6.76

\$7.02

16. You are involved with planning the lunch menu at your child care centre. You have been provided with a list of possible meals. You thoroughly check that the major ingredients of each meal are included in this list. Read the list and then answer the questions.

Option	Meal	Cost
A	Chicken and macaroni bake with cheese, broccoli, carrots and capsicum	\$4.25
B	Lentil and vegetable soup with wholemeal bread rolls	\$3.75
C	Lamb with rice	\$4.95
D	Spaghetti bolognaise	\$4.15
E	Vegetarian pizza with cheese	\$3.20
F	Fried rice with prawns and corn	\$3.50
G	Chicken, cheese and spinach pasta bake	\$4.60
H	Fish mornay with cheese and pasta	\$4.10
I	Sweet and sour beef with vegetables	\$4.75

a. Jackson is a child at your centre who has an allergy to all fish and shellfish. From the information provided in the list of lunch meals above, identify the two meals that he should definitely not be served. Write the letters attached to the meal options below.



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- b. Ting is another child at your centre. She has an allergy to milk, including foods made from milk such as cheese and yoghurt. From the information provided in the list of lunch meals above, identify the four meals that she should definitely not be served. (Write the letters attached to the meal options below).
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- c. The menu at your Child Care Centre must be planned within a budget. List all the meals where the ingredients cost under \$4.05.
- 

- d. It is decided to include Fish Mornay on the lunch menu. However, as Jackson has an allergy to fish it is decided that he will be served Vegetarian Pizza with cheese for that meal. How does this decision change the budget for this meal? *Circle the correct response.*

i. increases the cost by \$0.60

ii. increases the cost by \$0.90

iii. decreases the cost by \$0.60

iv. decreases the cost by \$0.90



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## Answers

### Section 1 - Literacy, Reading & Comprehension Questions

1.                      a. punctual                      b. listened                      c. feelings                      d. experiences
2.                      a. utilised                      b. reduced                      c. discover                      d. team
- 3.
- a. Placing a child in a cold bath, may lower the temperature too quickly and place the child in a state of shock.
- c. The best way to notice that children are not well is through observing and watching.
- b. Child care workers are not qualified to diagnose illnesses of children in their care.
4.    a. A medical condition caused by micro-organisms.  
      b. Everyone.  
      c. Viruses are smaller and cannot be treated with antibiotics.  
      d. A condition that is easily spread from one individual to another.
5.    The children can drink milk on a Friday.
- 6    a.    Assessment    b. Reflective    c.    Availability    d.    Cleaning
- 7.
- |             |
|-------------|
| Behaviour   |
| Confidence  |
| Equipment   |
| Information |
| Injury      |
| Nutritious  |
| Respectful  |
| Restful     |
| Supportive  |
| Transition  |
8.    a.    3, 5, 1, 4, 2
- b.    Medicated hand wash
- c.    Rinse well with water
- d.    Dry hands & dispose of the paper towel correctly



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9.

Definition	Item
Substances or materials that have the potential to cause immediate harm. For example detergent or disinfectant.	3. Dangerous goods
Alerts workers and clients that there is a potential hazard and so care must be taken. A hazard is capable of causing personal injury occupationally related disease or death. A 'wet floor' sign is an example of this type of hazard.	4. Hazard or warning signs
Any equipment specifically used in an emergency. Attention must be paid to safe usage of the equipment. For example a fire extinguisher.	2. Emergency Equipment
Equipment and gear used by workers to protect them from hazards in the workplace. For example, gloves and sunscreen.	1. Personal Protective Equipment

10. a. Getting closer to the load means that you do not have to reach out to pick it up.  
b. To ensure that the load does not slip, you need to get a firm grip with both hands.  
c. You should speak with your supervisor if you are not sure of the procedure to lift a load.
11. b. Are you coming in for morning tea?
12. a. the proteins in some foods  
b. car sickness

## Section 2 - Mathematics

1. a. 352 cents    b. \$70.00    c. 5 weeks
2. 6 hours and 30 minutes



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3. a. 8900 b. 200
4. a. 9268 b. 49063
5. a. 70 b. 800 c. 85
6. a. 78.4 b. 108 c. 36 d. 48
7. 8 hours and 30 minutes
8. Total fluid intake: 0.850 litres
9. The child is allowed to drink another 800 mls for the day
10. 32 cups of water
11. \$78.00
12. 1.00 pm
13. 35 minutes
14. 33
15. \$6.76
16. a. F and H  
b. A, E, G and H  
c. B, E and F  
d. It decreases the cost by \$0.90



# Practice Aptitude QUIZ

This Practice Aptitude Quiz was developed by



**Australian Apprenticeships and Traineeship Information Service**, which delivers the [Australian Apprenticeship Pathways](#) website, [MyGain](#) (YouTube channel) and [AusAppPathways](#) – Mobile App. The service provides sample Australian Apprenticeships job descriptions and links to more Australian Apprenticeships information and resources. The service is funded by the Australian Government, Department of Education and Training.



**The Australian Centre for Career Education** - [www.ceav.vic.edu.au](http://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**