Practice Antitude

Hairdressing

Part 1: About this Hairdressing Resource



Guidance

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The 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 Hairdressing Industry.

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

This quiz has been developed with the assistance of industry, training providers and the secondary school sector as a careers resource.

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

The quiz can be utilised by numerous organisations and people such as careers practitioners working with young people, Group Training Organisations and Job Services Australia providers working 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 Mathematics teachers as a guide to industry maths requirements at the entry point of this particular Australian Apprenticeship.

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 45 minutes.

Calculators may be used to complete this practice exercise.

Answers are located at the end of the quiz.

Occupational Information and Job Hunting Resources

Information and links on the Hairdressing Industry, careers, job prospects as well as career websites and job hunting resources can be found at <u>www.aapathways.com.au/Quiz</u>.

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 a Job Services Australia provider, an Australian Apprenticeships Centre, 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 Centre <u>www.aapathways.com.au/aac</u>
- > Find a local Group Training Organisation www.grouptraining.com.au/Find/find_gto.html
- 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 - <u>www.jobsearch.gov.au/provider/</u><u>default.aspx</u>

Part 2: The Quiz

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Section 1 - Literacy, Reading and Comprehension

1. Write the following words in alphabetical order.

Word	Your Answer
Hair cut	
Scissors	
Comb	
Colour	
Trolley	
Apron	
Towel	
Brush	
Appointment	

2. Match the words below with the correct terminology.

Word	Terminology
	A type of hair cut in which the hair on the top of the head is cut short.
	A chemical process used to make straight hair curly.
	A pastel colour that is used to defuse or cover unwanted tones (such as yellow or orange) in lightened hair.
	A condition of the scalp that causes flakes of skin to appear.
	Aluminium strips used to separate tint strands of hair from strands of hair which will remain its natural colour.
	A process that helps maintain hair condition or treat poor hair conditions.

Dandruff	Foils	Perm	Treatment	Crew cut	Toner
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3. Read the following text and answer the questions that follow.



Janelle is a regular client who has arrived for her cut and style appointment with her stylist Mel. Janelle also has an appointment with the salon manicurist after her booking with Mel.

Mel is running behind as the previous client arrived late and then requested an additional service.

You are at the reception desk working as the salon junior. You ask Janelle to take a seat on the couch and tell her that Mel will be with her shortly.

30 minutes later Janelle comes over to you at the reception desk and loudly complains that she has been waiting for a long time and has a business appointment to go to soon. You raise your voice and tell Janelle that there is nothing you can do about it and that she just needs to sit down and wait until Mel is ready.

Janelle starts to cry and leaves the salon, slamming the door behind her.

- a. What could you have said or done for the client when they first arrived? Circle the correct answer/s.
 - i. Told her to sit down and wait.
 - **ii.** Offered her a new appointment time.
 - **iii.** Offered her an appointment with another stylist.
 - iv. Checked to see if the manicurist can see her early.
 - v. Advised her that Mel was running late and asked if she wanted to wait or make another appointment.
 - vi. Offered her a refreshment and magazines to read.

b. After asking the client to take a seat on the couch what would you then need to do? Circle the correct answer/s.

- i. Sit down and read the latest gossip magazine.
- ii. Nothing.

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- iii. Tell Mel that her client has arrived.
- iv. Tell Mel that her client has arrived and asked her if she wanted you to prepare Janelle for her appointment.

c. When the client came to you to complain about the waiting time what should you have done? Circle the correct answer.

- i. Tell her to stop complaining and to take her business elsewhere.
- ii. Quietly and sincerely apologise and ask your supervisor for assistance.
- iii. Cry and run to the bathroom.
- iv. Mention that the salon is busy too and she will just have to wait.

d. After Janelle left the salon what could you do? Circle the correct answer/s.

- i. Yell at Mel for making Janelle wait so long.
- **ii.** Talk quietly to your supervisor about how to handle situations like this in the future.
- iii. Apologise to other clients who may have overheard the situation.
- iv. Tell the other clients Janelle was no great loss.



Read through this salon service menu and price list and answer the questions that follow.

	SERVICE MENU		L/1	⊔⁄2
	HAIR CUTS	men's & women's	\$15	\$25
	HAIR COTS	clipper cut	\$15	\$20
	BLOW WAVE	short to medium	\$15	\$20
		long hair	\$20	\$25 \$25
		straightening iron (ind BW) curling iron (ind BW)	\$20 \$20	\$25 \$25
	HAIR UPSTYLE		POA	POA
	TREATMENT	leave in	\$25	\$30
	(including scalp	cream	\$25	\$30
	with service massages & blowdry	with a service	\$10	\$10
	PERMANENT STR	AIGHTENING	POA	POA
DUBLE STREET	SEMI PERMANENT		\$20	\$25
		medium	\$30	\$35
		long	\$40	\$45
	BLEACHING	retouch	\$40	\$45
	(including toner)	short medium	\$50 \$60	\$55 \$65
		long	\$70	\$05 \$75
	TINT	short/retouch	\$40	\$45
		medium	\$50	\$55
		long	\$60 \$10	\$65 \$10
		extra product	310	
	TINTS AND FOILS		\$55	\$60
	(up to 15 foils, includes toner)	medium	\$65 \$75	\$70 \$80
		long extra product	\$10	\$80 \$10
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	PERM	short	\$40	\$45
	(includes Cut & Set/Blow Wave)	medium long	\$50 \$60	\$50 \$65
		spiral	\$70	\$75
	FOILS	part line	\$30	\$35
	(includes toner)	half head	\$45	\$50
		full head	\$65	\$70
	HAIR EXTENSIONS	5	POA	POA
	DREADLOCKS		POA	POA
	* Senior prices available	2		

Note:

4.

L/1 service is provided by second or third year apprentice.
 L/2 is provided by qualified hairdresser.

a. What hours is the salon open on a Saturday?

b. What is the price of a L/2 women's hair cut?

c. What is the price of a L/1 tint and part line foils for medium hair?



- d. What is the total cost of a short hair cut, bleaching and blow wave for L/1?
- e. What are the prices of a men's hair cut and clipper cut, both L/1 and L/2?
- f. What services aside from hair cuts, perms, bleaching, tints and foils does the salon provide?

Workplace Health and Safety

5. Read through the following and place the words located at the bottom of the page into the right places in the article.

When working in a hairdressing salon you need to be aware of potential ______ that can be caused by slips, trips and falls.

It is important that hair is ______ off the floor immediately after every ______ and if there is a spill of any kind that it is mopped up immediately and a "______ Wet Floor" sign is placed at the area until it is no longer a ______.

You will be required to be in contact with ______whilst in the salon, whether it be cleaning products, peroxide (developer), oxidation dyes (tint), aniline derivatives (colour chemical), ammonium thioglycolate (in perm solutions) and even sodium lauryl sulfate (in some ______).

In certain ______, the use of hair colouring products and some chemicals can result in ______ reactions and/or skin irritation. Some of these reactions can include redness, sores, ______, burning sensation and ______ so it is important that you use personal protective ______ such as gloves, aprons, mask or goggles where possible to protect yourself.

chemicals	injuries	danger
allergic	individuals	equipment
swept	dermatitis	Caution
shampoos	itching	hair cut



6. Match the items in the photographs to the words in the table below.

























SCISSORS	TINT BRUSH	SHAMPOO	TINT	TROLLEY	SECTIONING
		BASIN	BOWL		CLIPS
COMBS	CAPE/WRAP	APRON	HAIR	HAIR	ROUND
			DRYER	STRAIGHTENER	BRUSH

7. Read the following information about Hairdressing and the interview with the apprentice hairdresser and answer the questions that follow.



About Hairdressing

Hairdressers cut, style, colour, straighten and permanently wave hair with chemical solutions, as well as provide clients with hair and scalp treatments.

In most salons, the senior hairdressers and the more advanced apprentices cut and style hair.

Apprentice hairdressers undertake routine tasks in the initial stages, assisting senior hairdressers with client preparation, shampooing, application and removal of simple hairdressing treatments, and sterilisation and maintenance of equipment. As apprentices gain experience they carry out more complex tasks under supervision.

The following is part of an interview with Charlie.

Tell me a bit about yourself Charlie.

My name is Charlie and I work at Studio Hair and Beauty salon as a first year apprentice hairdresser. I have been working here now for nearly 10 months.

As a first year Hairdressing Apprentice what are you being trained to do in the salon? In the salon I:

- > wash clients' hair;
- > Assist and learn from stylists;
- > Refill products;
- > Look after clients;
- > Welcome customers and provide refreshments;
- > Clean and tidy the salon (this includes sweeping, mopping, emptying bins);
- Reception duties including answering the phone, taking bookings, selling retail products and processing payments.

How do you combine Work and Studying?

I attend College once a week on Mondays from 9.00am to 4.30pm and work the rest of the week at Studio Hair and Beauty.

Is it manageable to combine working and studying?

Yes, most of the time it is manageable but hard work, as you are on your feet all day.

What do you most enjoy about your Apprenticeship?

- > Learning more about hairdressing;
- > Learning in a salon while studying and earning money;
- > Meeting new people;
- > Working in a fun environment with staff and clients;
- > Getting to know new people.

What advice would you give someone thinking about starting a Hairdressing Apprenticeship?

Go for it, it is good experience learning from stylists and fun. The balance between work and study breaks the week up. Learning while earning is a good thing and you can pick up different skills. Be prepared to have a lot of responsibilities within the salon but it gets easier the more time you spend at work.

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Answer the following questions.



a. Who, in most salons cut and style hair?

b. Circle the duties that Charlie is trained to do in the Salon in her first year.

- i. Cut and style clients' hair.
- ii. Wash clients' hair.
- iii. Assist and learn from stylists.
- iv. Refill products.
- v. Look after clients.
- vi. Welcome customers and provide refreshments.
- vii. Clean and tidy the salon.
- **viii.** Reception duties.
- ix. Apply perm and tinting solutions.
- **x.** Sell services and products.

c. What does Charlie think of combining work and study? Circle the correct answer/s.

- i. It's a breeze.
- ii. It's hard work as I am on my feet all day.
- iii. It beats full time study.
- iv. It's manageable.

d. One of Studio Hair and Beauty's regular clients comes into the salon and asks for a hair cut on the spot. None of the senior stylists are free so she asks Charlie to cut her hair. What should Charlie do? Circle the correct answer.

- i. Shampoo and cut the client's hair.
- ii. Tell the client she will have to make an appointment with someone else.
- iii. Ask her supervisor what she should do.

e. List three aspects of her Apprenticeship that Charlie enjoys.

f. What benefits does Charlie see in starting a Hairdressing Apprenticeship? Circle the correct response/s.

- i. Lots of time for mucking around.
- ii. A mix of work and study breaks up the week.
- iii. No responsibilities.
- iv. You earn while you learn.
- v. You pick up different skills.

Reading the following information about customer service and appointments. You will then be required to make the bookings as instructed below.



Hairs to You hair salon offers many different services throughout the day and the timing for each of services varies from service to service.

Appointments that are well planned throughout the day will enable a stylist to have adequate time to deliver services to clients without keeping them waiting too long and still be profitable for the salon.

The appointment book (whether it is online or manual) needs to be accurate, tidy and mistake free, to ensure clients are not kept waiting and excess pressure is not put on the stylists.

The appointment book should indicate:

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- > The stylists available for the day;
- > The times available for the day.

The following table shows the time allocations for the various services performed at *Hairs to You* salon.

Service	Hair Type	Time allocated
Hair cut	Short to medium	30 mins
	Long	45 mins
Tint/Colour	Short	30 mins
	Medium	60 mins
	Long	90 mins
Tint & Foils	Half head/short	45 mins
	Medium	60 mins
	Long	90 mins
Blow wave	Short to medium	15 mins
	Long	30 mins

Please make the following appointments for the morning of Friday, 14 March.

The stylists available that day are Anna and Mel. Mel is leaving at noon and Anna will need to finish by 3.00 pm.

- > Jerry Jackson rang and would like to book for a tint/colour (medium) with Anna for 11.00 am.
- > Jacqui from the café next door wants a hair cut (long) with any stylist at 9.30 am
- Laila has a noon wedding to attend so she would like an appointment before 11.00 am for hair cut and blow wave (medium).
- > Steve wants a hair cut (short) with Mel any time.
- > Estelle wants a tint, cut and blow wave (long) with Anna after 10.00 am.
- Anna's aunts' Nicki and Toula both want an appointment for blow waves (short) at the same time of 10.30 am.
- A new client (Sam) walks in off the street without an appointment at 9.45 am and asks if anyone can spare the time now for a cut and blow wave (short).



Day & Date: ___

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	Stylist: <u>Anna</u>	Stylist: <u>Mel</u>
Time	Client Name/Service	Client Name/Service
9.30 am		
9.45 am		
10.00 am		
10.15 am		
10.30 am		
10.45 am		
11.00 am		
11.15 am		
11.30 am		
11.45 am		
12.00 pm		
12.15 pm		
12.30 pm		
12.45 pm		
1.00 pm		
1.15 pm		
1.30 pm		
1.45 pm		
2.00 pm		
2.15 pm		
2.30 pm		
2.45 pm		



Section 2 - Mathematics

Retail Calculations

Complete the following calculations with or without a calculator.

1. Additions

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2.

			Answers
a.	\$22.95 + \$16.95	=	
b.	\$17.50 + \$62.00	=	
c.	\$165.00 + \$72.35	=	
d.	\$121.25 + \$85.90	=	
e.	\$44.60 + \$5.70	=	
Sub	otractions		Answers
a.	\$50.00 - \$22.95	=	
b.	\$65.00 - \$64.95	=	
С.	\$165.00 - \$72.35	=	
d.	\$150.00 - \$85.90	=	
e.	\$244.60 - \$75.70	=	

3. Marcus, the stylist has to stock the five workstations with magazines. The box contains 25 magazines and they all need to be put out. How many magazines should Marcus leave at each workstation, so they can all have the same amount of magazines?

4. Jaz, the apprentice has to restock five empty shelves on the retail product stand. Each shelf can hold 12 bottles of stock, how many bottles will Jaz be able to fit onto five shelves?

5. Colour Ratios



Manufacturers' instructions can vary from company to company so it is extremely important that you read the individual manufacturer's instructions prior to commencing any colour service.

The manufacturer's instructions recommend this colour product is mixed at a 1:1 mixing ratio:





Tint

Developer

The ratio is one part tint to one part developer.

a. Jacqui, the senior stylist has asked the apprentice to mix the colour for the next client. She has explained that the client's hair is short and there needs to be mix of 70 grams of product in total.

How much of each product will you need?

Tint_____ grams + Developer_____ grams = 70 grams

b. Manufacturer's instructions recommend this colour product is mixed at a 1:2 mixing ratio:



Tint code 5R



Tint code 5RV



Developer

The ratio is one part tint to two parts developer

A client has had a look at the colour chart and likes both 5R and 5RV, she has requested that the colours be a mixture of both. That requires you to mix half of 5R and half of 5RV with the developer.

The total you need in the bowl is 150grams. How much of each product will you need?

5R_____ grams + 5RV_____ grams + _____ grams developer = 150 grams

6. Match the words below with the matching sign or abbreviation in the table. (There are two more words than you need to use, so two words will be left over.)



Height	Discount	Temperature
Weight	Distance	Money
Speed	Percentage	,

	Your answer
Sign or abbreviation	Matching word
Gram	
Km/hr	
°C	
%	
\$	

- 7. Sean is asked to count the salon's stock of shampoo and conditioner and write down the stock code number, the retail price and the number of stock items counted.
 - a. Sean counts the following stock. Write these details onto the stocktake form below.

Code Number L407B	16 units	@ \$24.00 each
Code Number P4040S	23 units	@ \$16.50 each
Code Number 9483XP	8 units	@ \$38.99 each
Code Number 63829YN	32 units	@ \$55.20 each

Stocktake Form			
Stock Type :			
Code Number	Retail Price	No. of stock items	

- b. What is the total value of the stock in the salon, excluding product Code Number 9483XP?
- c. The salon owner wants to order another 15 units of Code Number L407B and 5 units of Code Number 63829YN. How much will this order add up to?





Section 1 - Literacy, Reading and Comprehension

Word	Answer
Hair cut	Appointment
Scissors	Apron
Comb	Brush
Colour	Colour
Trolley	Comb
Apron	Hair cut
Towel	Scissors
Brush	Towel
Appointment	Trolley

2.	

3.

4.

1.

Word	Terminology	
Crew cut	A type of hair cut in which the hair on the top of the head is cut short.	
Perm	A chemical process used to make straight hair curly.	
Toner	A pastel colour that is used to defuse or cover unwanted tones (such as yellow or orange) in lightened hair.	
Dandruff	A condition of the scalp that causes flakes of skin to appear.	
Foils	Aluminium strips used to separate tint strands of hair from strands of hair which will remain its natural colour.	
Treatment	A process that helps maintain hair condition or treat poor hair conditions.	

a. ii. Offered her a new appointment time. iii. Offered her an appointment with another stylist.
 iv. Checked to see if the manicurist can see her early. v. Advised her that Mel was running late and asked if she wanted to wait or make another appointment.
 vi. Offered her a refreshment and magazines to read.

- **b. iv.** Tell Mel that her client has arrived and ask her if she wants you to prepare Janelle for her appointment.
- c. iii. Quietly and sincerely apologise and ask your supervisor for assistance.
- d. ii. Talk quietly to your supervisor about how to handle situations like this in the future.iii. Apologise to other clients who may have overheard the situation.
- a. It is not open on Saturday b. \$25 c. \$80.00 d. \$80.00
 - e. For hair cut \$15.00 and \$25.00 & for clipper cut \$15.00 and \$20.00.
 - f. Blow Wave, Treatment, Permanent Straightening, Semi-Permanent, Perm, Hair Extensions, Dreadlocks, Hair Upstyle.

5. When working in a hairdressing salon you need to be aware of potential **injuries** that can be caused by slips, trips and falls.

It is important that hair is **swept** immediately after every **hair cut** and if there is a spill of any kind that it is mopped up immediately and a "**Caution** Wet Floor" sign is placed at the area until it is no longer a **danger**.

You will be required to be in contact with **chemicals** whilst in the salon, whether it be cleaning products, peroxide (developer), oxidation dyes (tint), aniline derivatives (colour chemical), ammonium thioglycolate (in perm solutions) and even sodium lauryl sulfate (in some **shampoos**). In certain **individuals**, the use of hair colouring products and some chemicals can result in **allergic** reactions and/or skin irritation. Some of these reactions can include redness, sores, **itching**, burning sensation and **dermatitis** so it is important that you use personal protective **equipment** such as gloves, aprons, mask or goggles where possible to protect yourself.



HAIR DRYER

6.



ROUND BRUSH



HAIR STRAIGHTENER



SHAMPOO BASIN



SCISSORS



TINT BOWL



TROLLEY



CAPE/WRAP



TINT BRUSH



COMBS



SECTIONING CLIPS



APRON





- **a.** Senior hairdressers and more advanced apprentices.
- b. ii. Wash clients' hair . products. refreshments.

ents. vii. Clean and tidy the salon.

x. Sell retail products.

iii. Assist and learn from stylists. iv. Refill

Stylist: Mel

vi. Welcome customers and provide viii. Reception duties.

- ii. It's hard work as I am on my feet all day. iv. It's manageable.
- **d. iii.** Ask her supervisor what she should do.
- e. Any three of these responses: Learning more about hair dressing; learning in a salon while studying and earning money; meeting new people; working in a fun environment with staff and clients; getting to know new people.
- f. i. A mix of work and study breaks up the week. iv. You earn while you learn.
 v. You pick up different skills.

v. Look after clients.

8.

7.

c.

Day & Date: Friday, 14 March

Stylist: Anna	Stv	/list:	Anna
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Time	Client Name/Service	Client Name/Service
9.30 am		Jacqui/ hair cut long
9.45 am	Sam/hair cut and blow wave short	Jacqui/ hair cut long
10.00 am	Sam/hair cut and blow wave short	Jacqui/ hair cut long
10.15 am	Sam/hair cut and blow wave short	
10.30 am	Aunt Nicki or Aunt Toula/short blow wave	Aunt Nicki or Aunt Toula/short blow wave
10.45 am		Laila/hair cut & blow wave short
11.00 am	Jerry Jackson/tint medium	Laila/hair cut & blow wave short
11.15 am	Jerry Jackson/tint medium	Laila/hair cut & blow wave short
11.30 am	Jerry Jackson/tint medium	Steve/hair cut short
11.45 am	Jerry Jackson/tint medium	Steve/hair cut short
12.00 pm	Estelle/tint, hair cut & blow wave long	Not available
12.15 pm	Estelle/tint, hair cut & blow wave long	Not available
12.30 pm	Estelle/tint, hair cut & blow wave long	Not available
12.45 pm	Estelle/tint, hair cut & blow wave long	Not available
1.00 pm	Estelle/tint, hair cut & blow wave long	Not available
1.15 pm	Estelle/tint, hair cut & blow wave long	Not available
1.30 pm	Estelle/tint, hair cut & blow wave long	Not available
1.45 pm	Estelle/tint, hair cut & blow wave long	Not available
2.00 pm	Estelle/tint, hair cut & blow wave long	Not available
2.15 pm	Estelle/tint, hair cut & blow wave long	Not available
2.30 pm	Estelle/tint, hair cut & blow wave long	Not available
2.45 pm		Not available



Part 2 - Mathematics

Retail Calculations

1.	a. \$39.90	b. \$79.50	c. \$237.35	d. \$207.15	e. \$50.30
2.	a. \$27.05	b. \$0.05	c. \$92.65	d. \$64.10	e. \$168.90

3. 5 magazines per workstation

4. 60 bottles

5.

6.

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a. 35 grams of tint + 35 grams of developer = 70 grams

b. 25 grams of both 5R & 5RV + 100 grams of developer = 150 grams

	Answer
Sign or abbreviation	Matching word
Gram	Weight
Km/hr	Speed
°C	Temperature
%	Percentage
\$	Money

7.

a.

Stocktake Form			
Stock Type :	Shampoo and conditioner		
Code	Number Retail Price		No. of stock items
L407B		\$24.00	16
P4040S		\$16.50	23
9483XP		\$38.99	8
63829YN	1	\$55.20	32

b. \$2,529.90

c. \$636.00

Contributions

This Practice Aptitude Quiz was developed by:





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Australian Apprenticeships Pathways Website - <u>www.aapathways.com.au</u>

This website provides sample Australian Apprenticeships job descriptions and links to more Australian Apprenticeships information and resources. The site is funded by the Department of Industry.



Pivot Point Academy - www.pivot-point.edu.au

Pivot Point Academy is a leader in the hairdressing field. The academy offers a unique educational experience; whether you aspire to put your skills to work on the salon floor or in the editorial pages, a

Pivot Point education puts you in the right position to achieve your dreams.

The Pivot Point learning system is the product of more than fifty years of research and innovative development. We advocate a holistic approach to education that embraces all learning styles, producing students who are engaged, self-confident and primed for success.



The Career Education Association of Victoria - <u>www.ceav.vic.edu.au</u>

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 P/L - <u>www.itaust.com.au</u>

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.