

# Apprentice Recruitment Assessments

## Candidate Information Guide



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## Apprentice Recruitment Assessments - Candidate Information Guide

### Purpose of the Assessments

The following assessments are used as part of the apprentice recruitment process to fairly and consistently evaluate a candidate's learning potential, literacy, numeracy, reasoning ability, and safety awareness.

Apprentices are not expected to have prior industry or trade experience. These assessments focus on potential, foundational skills, and safe decision making, rather than job specific knowledge.

### Assessment Summary

The apprentice assessment process includes the following tools:

- ACER APTS Abstract Reasoning
- ACER Applied Reading
- ACER Quantitative Reasoning
- Psyfactors Situational Safety Awareness – Industrial

Each assessment measures different capabilities that are important for success in apprenticeships and trade-based roles.

## ACER APTS Abstract Reasoning

### Purpose of the Assessment

This assessment measures a candidate's ability to identify patterns, relationships, and logical rules using unfamiliar information. It focuses on learning ability and problem-solving potential, rather than prior knowledge or education.

### What Is Being Tested

- Logical reasoning ability
- Pattern recognition
- Problem solving skills
- Capacity to learn new concepts quickly

## What the Candidate Is Required to Do

- Complete multiple-choice questions
- Review shapes, diagrams, or patterns
- Identify the rule or relationship that applies
- Select the correct answer from the options provided
- Work within a set time limit

No mathematics, reading comprehension, or trade knowledge is required.

## Why This Matters for Apprentices

Apprentices must regularly:

- Learn new tasks and procedures
- Follow instructions accurately
- Adapt to new tools, environments, and challenges

Strong abstract reasoning indicates a higher likelihood of successful learning and progression during training.

## ACER Applied Reading

### Purpose of the Assessment

This assessment evaluates a candidate's ability to read, understand, and apply written information commonly found in workplace settings.

### What Is Being Tested

- Reading comprehension
- Ability to interpret written instructions
- Understanding of workplace communication
- Attention to detail

### What the Candidate Is Required to Do

- Read short workplace style texts, instructions, or notices
- Interpret the meaning of written information
- Answer multiple choice questions
- Work carefully within a time limit

Texts are practical and work focused, not academic.



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## Why This Matters for Apprentices

Reading skills are critical for:

- Understanding work instructions and procedures
- Following safety notices and manuals
- Completing training and written learning materials

## ACER Quantitative Reasoning – Sections 1 & 2

### Purpose of the Assessment

This assessment measures practical numerical reasoning skills required for everyday work tasks, rather than advanced mathematics.

### What Is Being Tested

- Basic numeracy skills
- Accuracy with numbers
- Ability to apply mathematics to practical problems
- Data interpretation and reasoning

### What the Candidate Is Required to Do

- Answer multiple choice questions involving numbers and data
- Interpret information such as:
  - Measurements
  - Quantities
  - Percentages
  - Simple calculations
  - Complete two sections with increasing difficulty
  - Work accurately under time limits

Calculations reflect real world workplace scenarios.

## Why This Matters for Apprentices

Numerical skills are essential for:

- Measuring and estimating
- Reading specifications and quantities
- Working safely and accurately with materials and tools



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## Psyfactors Situational Safety Awareness – Industrial

### Purpose of the Assessment

This assessment evaluates how a candidate recognises hazards and responds to safety critical situations commonly found in industrial and trade environments.

### What the Candidate Is Required to Do

- Review realistic workplace safety scenarios
- Identify potential hazards or unsafe conditions
- Select the response that best reflects safe and responsible behaviour
- Answer scenario based multiple choice questions

No prior safety training is required.

### What Is Being Tested

- Hazard awareness
- Safety judgement
- Risk recognition
- Attitudes toward following safety procedures

### Why This Matters for Apprentices

Apprentices often work in environments where:

- Hazards are present
- Safety rules must be followed consistently
- Decisions can affect personal and team safety

This assessment helps identify candidates who are more likely to act safely and responsibly at work.

## Summary

Together, these assessments provide a comprehensive view of a candidate's:

- Learning potential
- Reading and comprehension ability
- Practical numeracy skills
- Logical and problem-solving ability
- Safety awareness and judgement

They support the selection of apprentices who are capable, safety focused, and well suited to learning and developing in a trade environment.



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## Important Notes for Candidates

- No study or technical preparation is required
- There are no trick questions
- Read each question carefully
- Work steadily and accurately
- Results are considered alongside other recruitment steps
- These assessments are designed to be fair, objective, and appropriate for apprentice roles.



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