

Example Aptitude Test

We are now going to ask you to complete a task that is similar to one of the many tasks you that would be required to carry out in your day-to-day job as an administrator. This will help to determine your suitability for the Project Assistant post, as excellent communication skills are crucial to success in the role.

Below is a copy of an email that you have received from a local employer requesting more information on the DYW project and enquiring as to how they can get involved.

You have **5 minutes** to draft a response to this customer. Please note that we are aware you may usually spend longer than 5 minutes drafting an appropriate response email, however, in this instance the important thing is to try to convey the main points/resolution that you feel is appropriate for the situation.

Good Morning,

I am the Training Manager at Sinks R Us; a kitchen fitting company based in Livingston. I attended a meeting of the Federation of Small Businesses last week and had a conversation with a business contact who has recently taken on a Modern Apprentice. My contact confirmed that he had been given advice and help from the Developing the Young Workforce team.

Sinks R Us are looking to expand throughout Edinburgh and the Lothians and I am very interested in finding out more about Modern Apprenticeships and how taking on an apprentice could help us.

I am also very interested in the idea of Sinks R Us getting involved in Work Placements; however, my understanding of how these work is very limited. I would be grateful for any information you can provide me with.

I look forward to hearing from you.

Kind Regards,

N Taylor

Nicole Amy Taylor

Training Manager

Sinks R Us