

## Example Aptitude Test

We are now going to ask you to complete a task that is similar to one of the many tasks that you 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 how they can get involved.

You have **five minutes** to draft a response to this customer. Please note that we are aware you may usually spend longer than five 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 appropriate for the situation.

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Good morning,

I am the Training Manager at Sinks R Us, a kitchen fitting company based in Orkney. 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 the business and I am very interested in finding out more about Modern Apprenticeships and how taking on an apprentice could help us.

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

I look forward to hearing from you.

Kind regards,

Nicole Taylor  
Training Manager  
Sinks R Us