PRACTICE
APTITUDE TESTS

PARTICIPANT PACK / 1 OF 4

Your brief

One exercise. Six project options. Choose three for one plan.

Bridgeway is a fictional community learning centre. Its manager has six proposed projects, but will fund only three. Your group must choose them and agree one six-week plan, within a total budget of £6,000 and 40 staff hours.

3 projects	£6,000	40 hours
Choose exactly three	Maximum total cost	Maximum staff time

What you need to do

The funding decision is the exercise. Compare the six options, choose three together and explain your reasons. Say who may miss out and how you will check progress.

Use the group decision sheet on page 4. You have 20 minutes to agree a plan, then two minutes to present it.

The rules

1. Choose exactly three whole projects. Use the listed figures; do not split projects or add money, staff time or donations.

2. Keep the total within £6,000 and 40 staff hours. All figures cover the full six-week pilot, including setup, delivery, rooms and equipment.

3. Include an Access project: A, C or E. These help with travel, timing or computer-access barriers.

4. Include a Follow-up project: B or D. These provide support over more than one contact.

5. Do not choose A and C together. They need the same mobile equipment on the same dates. Other combinations are compatible if they meet the limits.

6. If a fact is missing, record a question for the manager. Do not invent extra resources to make a plan work.

What the manager knows

In a fictional listening exercise with 20 residents, eight mentioned travel or daytime availability and five mentioned unreliable computer access. Some wanted employer introductions; others wanted help with applications. The categories overlap. This small sample does not represent all residents.

The manager wants practical progress and fair access. No single aim automatically takes priority. Your group must explain its balance.

All facts and figures are fictional. Everyone receives the same brief, with no secret roles. Forecast reach is an estimate per project: people may overlap, so do not add it up as unique people helped or jobs gained.

PARTICIPANT PACK / 2 OF 4

The six project options

Compare the benefit and the trade-off, as well as the cost.

A. Neighbourhood help desk / Access

£2,200 total cost | **16 hours** staff time | **80 people** forecast

Four advice visits to outlying neighbourhoods.

Benefit: Reaches people who find travel difficult. No booking or computer is needed.

Trade-off: Short conversations only, with no booked follow-up. Cannot run with C because both use the same mobile kit.

B. Guided application lab / Follow-up

£1,800 total cost | **14 hours** staff time | **30 people** forecast

Three daytime computer-room sessions and a follow-up check-in.

Benefit: People draft an application and return for feedback. Computers and help are provided.

Trade-off: People must travel to the centre during the day. A draft application does not guarantee an interview or job.

C. Evening pop-up / Access

£1,600 total cost | **12 hours** staff time | **50 people** forecast

Two evening advice events at a neighbourhood venue.

Benefit: Offers short, practical advice to people who cannot attend during the day.

Trade-off: No individual follow-up is included. Cannot run with A because both use the same mobile kit.

Costs and hours cover the full six-week pilot. Reach is a forecast per project: the same person may attend more than one. Do not add it as unique people helped or jobs gained.

PARTICIPANT PACK / 3 OF 4

The six project options

Compare the benefit and the trade-off, as well as the cost.

D. Mentor circles / Follow-up

£1,400 total cost | **12 hours** staff time | **24 people** forecast

Four small-group meetings at the centre with a named mentor.

Benefit: People set a next step, discuss setbacks and review progress over time.

Trade-off: Requires repeat travel. Mentors provide guidance, without specialist application editing or promised employer introductions.

E. Take-home digital kits / Access

£2,600 total cost | **10 hours** staff time | **18 people** forecast

Eighteen loan devices, connectivity and a setup appointment.

Benefit: Residents with unreliable computer access can use a device at home for all six weeks.

Trade-off: High cost for a small group. No ongoing coaching is included, and devices must be returned after the pilot.

F. Meet local employers / Employer contact

£2,000 total cost | **10 hours** staff time | **60 people** forecast

One daytime employer open morning at the centre.

Benefit: Residents meet employers, ask about roles and practise introductions. Employers have confirmed attendance.

Trade-off: No vacancies, interviews or offers are promised. Participants must travel during the day; preparation or follow-up may be needed.

Costs and hours cover the full six-week pilot. Reach is a forecast per project: the same person may attend more than one. Do not add it as unique people helped or jobs gained.

PARTICIPANT PACK / 4 OF 4

Group decision sheet

One copy per group. Use project letters A–F.

1. Our three projects

Project letter	Cost	Staff hours
TOTAL	Limit: £6,000	Limit: 40 hours

☐ Exactly 3 projects ☐ Access: A / C / E ☐ Follow-up: B / D ☐ Not A and C

2. Why this plan?

Two reasons, and who may still miss out.

3. What did we reject?

Strongest alternative, and why we gave it up.

4. Risk and response

Keep the response within existing resources.

5. Question to check

What do we need to ask the manager?

6. How will we check progress?

One measure at six weeks, and who will collect it.

Your two-minute recommendation: Our plan, why it helps, the trade-off and how we will check progress.