

- Report writing templates
- Pens

- Note books

NUMERACY SKILLS

UNIT CODE: EE/CU/ET/BC/02/3

Relationship to Occupational Standards

This unit describes the competencies required by a worker in order to competently identify and undertake simple numerical processes.

Duration of Unit: 15 Hours

Unit Description

This unit describes the competencies required by a worker in order to competently identify and undertake simple numerical processes.

Summary of Learning Outcomes

1. Use whole numbers and money up to one hundred thousand for work.
2. Locate, compare and use highly familiar measurement for work.
3. Use highly familiar maps and diagrams for work.
4. Identify and use some common 2D shapes for work.

5. Locate specific information in highly familiar tables, graphs and charts for work.

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Use whole numbers and money up to one hundred thousand for work	<ul style="list-style-type: none"> • Whole numbers • Use of zeros • Use of fractions • Sizes • Grouping of numbers • Addition and subtraction of whole numbers and money up to 1000,000 • Numerical information • Symbols 	<ul style="list-style-type: none"> • Oral questioning • Written tests • Practical test • Observation
2. Locate, compare and use highly familiar measurement for work	<ul style="list-style-type: none"> • Measurements • Units of measurements and their use • Digital time am and pm • Calendars 	<ul style="list-style-type: none"> • Oral • Written • Practical test • Observation

3. Use highly familiar maps and diagrams for work	☐ Use of maps and diagrams simple symbols and pictorial	<ul style="list-style-type: none"> • Oral • Written • Practical test • Observation
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Learning Outcome	Content	Suggested Assessment Methods
	☐ Giving simple oral directions to locate objects	
4. Identify and use some common 2D shapes for work	<ul style="list-style-type: none"> • Two dimensional shapes • Describe common objects in terms of size and shape • Compare objects • Group common objects based on shape, size, color and features 	<ul style="list-style-type: none"> • Oral • Written • Practical test • Observation
5. Locate specific Information in highly familiar tables, graphs and charts for	<ul style="list-style-type: none"> • Simple tables • Features of simple graphs and charts • Numerical information in tables, graphs and charts 	<ul style="list-style-type: none"> • Oral • Written • Practical test • Observation

work		
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Suggested Delivery Methods

- Instructor led facilitation of theory
- Practical demonstration of tasks by trainer
- Practice by trainees/role play
- Discussion
- Observations and comments and corrections by trainers

Recommended Resources

- Common 2D shapes objects
- Calculator
- Basic measuring instruments
- Mathematical tables