

NUMERACY SKILLS

UNIT CODE: HOS/CU/FB/BC/02/3/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Demonstrate Numeracy Skills

Duration of Unit: 15 hours

Unit Description

This unit covers the competencies required to identify and undertake simple numerical processes. The person who is competent in this unit shall be able to use / work with whole numbers and money up to one hundred thousand; Locate, compare and use highly familiar measurement; Use highly familiar maps and diagrams; Identify and use some common 2D shapes; and locate specific Information in highly familiar tables, graphs and charts for work.

Summary of Learning Outcomes

1. Use whole numbers 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 Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Use whole numbers for work	<ul style="list-style-type: none">▪ Whole numbers▪ Use of Zeros▪ Use of halves▪ Sizes▪ Grouping of numbers▪ Addition and subtraction of whole numbers▪ Numerical information,▪ Symbols	<ul style="list-style-type: none"><input type="checkbox"/> Written tests<input type="checkbox"/> Assignments<input type="checkbox"/> Supervised exercises
2. Locate, compare and use highly familiar	<ul style="list-style-type: none">▪ Measurements▪ Units of measurements and their use▪ Digital time am and pm	<ul style="list-style-type: none"><input type="checkbox"/> Written tests<input type="checkbox"/> Assignments<input type="checkbox"/> Supervised exercises

Learning Outcome	Content	Methods of Assessment
measurement for work	<ul style="list-style-type: none"> ▪ Calendars 	
3. Use highly familiar maps and diagrams for work	<ul style="list-style-type: none"> ▪ Use of Maps and ▪ Diagrams simple ▪ symbols and pictorial ▪ Giving simple oral directions to locate objects 	<ul style="list-style-type: none"> <input type="checkbox"/> Oral <input type="checkbox"/> Assignments <input type="checkbox"/> Supervised exercises
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"> <input type="checkbox"/> Written tests <input type="checkbox"/> Assignments <input type="checkbox"/> Supervised exercises
5. Locate specific Information in highly familiar tables, graphs and charts for work	<ul style="list-style-type: none"> ▪ Simple tables ▪ Features of simple graphs and charts ▪ Numerical information in tables, graphs & charts 	<ul style="list-style-type: none"> <input type="checkbox"/> Oral <input type="checkbox"/> Assignments <input type="checkbox"/> Supervised exercises

Suggested Methods of Instruction

- Instructor led facilitation of theory.
- Practical demonstration of tasks by trainer
- Role play
- Discussion
- Demonstration by trainees and comments and corrections by trainers

Recommended Resources

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