DEMONSTRATE NUMERACY SKILLS

UNIT CODE: HOS/OS/FP/BC/02/ 3

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.

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. ***Bold and italicized terms are elaborated in the Range***
1. Use whole numbers and money up to one hundred thousand for work	1.1 Whole numbers and money amount up to 100,000 in highly familiar workplace documents and tasks are named and read 1.2 Understanding of place value and the role of zero is demonstrate 1.3 Halves are recognised and understood in workplace 1.4 Whole numbers and money amounting up to 100,000 are organised in size order and are compared 1.5 Counting done in number groups 1.6 Addition and subtraction of whole numbers and money up to 100,000 done in accordance with workplace requirement 1.7 Links between operations of addition and subtraction are clearly described 1.8 Reasonableness of outcome with prompting and support is checked 1.9 Numerical information is recorded, and the result of the task is communicated using informal language and symbolism

2.	Locate, compare and use highly familiar measurement for work	2.1 Measurements in highly familiar workplace documents and tasks are located
		2.2 Different units of measurements and their uses are identified
		2.3 The comparative relationship between the units of measurement identified
		2.4 Understanding of conservation of amounts is demonstrated
		2.5 Informal language is used to compare measurements
		2.6 Digital time is well read and am and pm used in reference to time
		2.7 Calendar used appropriately to record information
		2.8 Basic measurement information is well read and recorded
		2.9 Additions and subtraction of simple quantities done in workplace
3.	Use highly familiar maps and diagrams for work	3.1 Familiar items or places are in highly familiar maps and diagrams
		3.2 Simple symbols and pictorial representations are identified in highly familiar maps and diagrams
		3.3 Simple oral directions are given to locate objects
		3.4 Simple oral directions followed to locate objects
		3.5 Understanding of informal directional language is demonstrated
4.	Identify and use some common 2D shapes for work	4.1 Familiar **two-dimensional shapes** are identified and named
		4.2 Common objects are described in terms of size and shape
		4.3 Common, every day, informal language is used to compare objects
		4.4 Common objects are grouped based on shape, size, colour and features

5.	Locate specific Information in highly familiar tables, graphs and charts for work	5.1 Features of simple tables identified
		5.2 Specific numerical information located in highly familiar tables using grid movement (up and down columns and across rows) and key
		5.3 Numerical information and data in highly familiar tables compared using appropriate informal language
		5.4 Information related to relevant workplace tasks
		5.5 Features of simple graphs and charts identified
		5.6 Specific numerical information located in highly familiar graphs and charts
		5.7 Numerical information and data compared using appropriate informal language

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. *Measuring instruments* include but not limited to:	- Rulers - Watches/clocks - Scales - Thermometers - AVO meter
2. *Common two - dimensional shapes* May include but not limited to:	- Round/circle - Square - Rectangular - Triangle

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Applying Fundamental operations (addition, subtraction, division, multiplication)
- Using calculator
- Using different measuring tools

Required knowledge

The individual needs to demonstrate knowledge of:

- Types of common shapes

- Differentiation between two dimensional shapes / objects

- Formulae for calculating area and volume

- Types and purpose of measuring instruments

- Units of measurement and abbreviations

- Fundamental operations (addition, subtraction, division, multiplication)

- Rounding techniques

- Types of fractions

- Different types of tables and graphs

- Meaning of graphs, such as increasing, decreasing, and constant value

- Preparation of basic data, tables & graphs

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Measured objects or materials as per job requirements 1.2 Used calculator to perform the four fundamental operations 1.3 Performed calculations involving money up to one hundred thousand 1.4 Performed conversions between hours, minutes and seconds 1.5 Calculated area and volume of regular shapes 1.6 Created tables and graphs to represent and interpret information
2. Resource Implications	2.1 Calculator 2.2 Basic measuring instruments
3. Methods of Assessment	Competency may be assessed through: 3.1 Written Test 3.2 Interview/Oral Questioning

		3.3 Demonstration
4.	Context of Assessment	Competency may be assessed in an off the job setting
5.	Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.