



Australian Government

Department of Education, Employment and Workplace Relations

AURC251677A Use numbers in the workplace

Release: 1

AURC251677A Use numbers in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency covers the competence to collect, calculate and/or estimate numerical information and to prepare various numerical reports to ensure efficiency in the organisation.
------------------------	--

Application of the Unit

Application of the unit	
--------------------------------	--

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Collect and organise numerical information	1.1.Procedures for collecting and organising numerical information are established 1.2.Numerical information is collected 1.3.Numerical information provided from other sources is monitored, checked for accuracy and corrected 1.4.Numerical information from different sources is compared
2. Interpret and present numerical and related information	2.1.Procedures are established for the interpretation of numerical information 2.2.Numerical information is identified, interpreted and manipulated 2.3.Numerical information is checked for accuracy 2.4.Numerical and related information is presented 2.5.Evidence for interpretation of results is presented
3. Apply numerical and related information	3.1.Quantities/resources required in the workplace are estimated 3.2.The time required to complete the task is estimated 3.3.Settings for equipment and machinery are estimated and adjusted

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to collating figures, calculation and analysis
- communicate ideas and information to use calculations in reports, emails and memos
- plan and organise activities using numbers/calculations in plans/budgets
- work with others and in a team by presentations involving team members
- numerical skills in the selection and application of mathematical processes, including at a minimum; addition, subtraction, multiplication and division
- establish diagnostic processes which use numbers/calculations/ estimations when preparing budgets

REQUIRED SKILLS AND KNOWLEDGE

- technical skills in the use of calculators or computers

Required knowledge

- basic knowledge of legislation and statutory requirements, including OHS
- basic knowledge of enterprise policies and procedures in relation to the collection, storage and application of numerical information
- basic mathematical concepts
- calculations including addition, multiplication, subtraction, division and percentages
- calculations involving whole numbers and fractions

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment**Critical aspects for assessment and evidence required to demonstrate competency in this unit****Context of and specific resources for assessment**

- This unit may be assessed in conjunction with other units that form part of the job role or function
- Elements of competence contain both knowledge and practical components. Knowledge components may be assessed off the job. Practical components should be assessed on the job or in a simulated work environment
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies
- The following should be made available:
 - a workplace or simulated workplace
 - documentation, such as enterprise or sample documents, invoices, statements, stock records, job cards, repair quotations, personnel records, time sheets and supply quotations

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • equipment for calculations, such as calculators or computers • a qualified workplace assessor
Method of assessment	It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover the varying circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Business types	Enterprise may vary in size, type and location, in the range of work activities conducted, hours of operation and in the number and type of staff
Applications	<p>Applications may include, but not limited to:</p> <ul style="list-style-type: none"> • the involvement in the preparation of budgets, calculations involving invoices or order forms, sales calculations, calculation of costs, enterprise financial duties, calculation or estimation of quantities, materials, equipment settings or time requirements, wages and leave entitlement
Legislative requirements	<p>Legislative requirements include:</p> <ul style="list-style-type: none"> • state/territory legislation related to OHS and award provisions
Policies and procedures	Enterprise policies and procedures are followed

RANGE STATEMENT	
	regarding privacy and confidentiality
Information/documents	<p>Information/documents may include:</p> <ul style="list-style-type: none"> • manufacturer/component supplier specifications, enterprise operating procedures, customer requirements and industry/workplace codes of practice • numerical information may also be sourced from enterprise-specific documents, invoices, statements, stock records, job cards, repair quotations, personal records, time sheets, computer records, equipment or material supply quotations and supplier invoices or statements

Unit Sector(s)

Unit sector	Common
--------------------	--------

Co-requisite units

Co-requisite units		

Competency field

Competency field	
-------------------------	--