



**Australian Government**

# **FSKNUM007 Use simple data for work**

**Release: 1**

## FSKNUM007 Use simple data for work

### Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

### Application

This unit describes the skills and knowledge required to use data in simple workplace tasks and texts including tables and graphs. It includes locating and recognising simple data, performing data handling processes and communicating simple data handling information.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Numeracy

### Elements and Performance Criteria

Element	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify simple data	<p>1.1 Recognise and state orally the key features of highly familiar, simple graphs, charts and tables in highly familiar short and simple workplace texts and tasks</p> <p>1.2 Locate and recognise simple, explicit data in highly familiar, simple graphs, charts and tables in highly familiar short and simple</p>

Element	Performance Criteria
	workplace texts and tasks
2. Use simple data comparison processes	2.1 Compare simple data in highly familiar lists or tables to perform concrete workplace task 2.2 Compare simple data in highly familiar graphs to perform concrete workplace task 2.3 Perform rough check of reasonableness of data handling result with support
3. Communicate simple data handling information	3.1 Use highly familiar and simple written representation to document simple data handling information in highly familiar workplace texts and tasks 3.2 Use everyday informal oral language to discuss simple data handling information in highly familiar workplace tasks and conversations

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Mapping Information

Supersedes and is equivalent to FSKNUM07 Locate specific information in highly familiar tables, graphs and charts for work.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>