



**Australian Government**

# **FSKNUM012 Use familiar and simple data for work**

**Release: 1**

## FSKNUM012 Use familiar and 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 identify and interpret familiar information in simple workplace tables, graphs and charts. It includes using familiar information and data in tables, graphs and charts to complete workplace activities, and communicate mathematical information.

An individual performing these tasks may work with an expert or mentor where support is available, if requested.

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 should be integrated and contextualised with vocational training to support achievement of vocational competency.

The 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 2 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 familiar data                        | 1.1 Recognise and identify key features of simple graphs, charts and tables partially embedded in familiar workplace texts and tasks<br><br>1.2 Interpret familiar data and information in simple graphs, charts and tables partially embedded in familiar workplace texts and tasks |

| Element   | Performance Criteria  |
|---|---|
|   | in order to identify a question or issue to review  |
| 2. Use information in simple tables, graphs and charts for workplace task | 2.1 Identify and compare data embedded in familiar and simple graphs, charts and tables relevant to workplace task<br>2.2 Relate information from tables, graphs and charts to relevant workplace task and the question or issue being reviewed<br>2.3 Perform reasonableness check of data and information extraction in relation to the workplace context |
| 3. Communicate simple data handling information                           | 3.1 Use informal and some formal mathematical written representation to write familiar data handling process information in simple and familiar workplace texts and tasks<br>3.2 Use informal and some formal mathematical oral language to discuss familiar data handling process information in simple and familiar workplace tasks and texts             |

## 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 FSKNUM12 Identify and interpret information in 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>