



Australian Government

**Assessment Requirements for FSKNUM013
Construct simple tables and graphs for
work**

Release: 1

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Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify and interpret familiar data or information partially embedded in one familiar oral and one written workplace text in order to collect data and construct a graph or chart
- collect a set of sample workplace data and order and collate into an appropriate format
- construct a simple table based on workplace data and check the reasonableness of the process and outcome in relation to the workplace context
- construct a simple pictograph, column or bar chart with simple graduations of 1s 5s or 10s based on workplace data collected and check the reasonableness of the construction process and outcome in relation to the workplace context
- communicate simple mathematical information in an oral and a written format.

Calculators, spreadsheets or other relevant software may be used to perform the above as required.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- simple data collection methods and techniques to identify variables relevant to the workplace task
- methods to collect, collate and organise data into rows and columns in tables, including the use of appropriate technology such as calculators, spreadsheets or other relevant software
- methods to represent data in simple and familiar graph or chart, including the use of appropriate technology such as spreadsheets
- purpose and application of simple graph features (axes, labels and titles) for the following:
 - column graph or bar graph
 - pictograph

- methods to perform reasonableness check of processes and outcomes in relation to the workplace context
- informal and some formal mathematical written and oral language and symbolism.
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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated using familiar texts and tasks with a clear purpose that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- ruler and paper, or electronic spreadsheet software to construct simple tables and graphs to collect workplace data.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
 - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
 - a higher level education qualification, such as:
 - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
 - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

Companion Volume Implementation Guide is found on VETNet -

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