Australian Government

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.

Application

This unit describes the skills and knowledge required to collect, collate and organise familiar data to construct simple tables and graphs. It includes identifying and interpreting workplace data and communicating results.

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.

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 2 in the workplace.

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
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify familiar data	1.1 Identify basis and specifications of data collection requirements for workplace task 1.2 Identify source(s) of familiar and simple data in the workplace
2. Use familiar data to construct graphs and	2.1 Select a simple method to collect familiar workplace data (one or

Element	Performance Criteria
tables	two variables only) and collect small data sample
	2.2 Collect, order and collate data into a table or spreadsheet
	2.3 Construct a simple and familiar graph using data from table
	2.4 Perform reasonableness check of graph by referring to table, initial data collection and workplace context
3. Communicate graphical and tabular information	3.1 Use informal and some formal mathematical written representation to construct simple graphs and tables in simple and familiar workplace texts and tasks
	3.2 Use informal and some formal mathematical oral language to discuss simple graphs and tables construction process 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 FSKNUM13 Construct simple tables and graphs for work using familiar data.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178