



Australian Government

FSKNUM020 Use familiar, routine functions of a calculator for work

Release: 1

FSKNUM020 Use familiar, routine functions of a calculator 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 to use the common and routine functions of a calculator to undertake routine mathematical calculations for workplace tasks. Mathematical calculations include working with the four standard arithmetical operations with whole numbers, familiar fractions, decimals, percentages and rates.

An individual performing these tasks works independently and uses familiar support resources 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 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 3 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. Select and interpret familiar and routine numerical information	1.1 Identify mathematical problem in workplace task requiring solution with a calculator

Element	Performance Criteria
relevant to workplace calculations	<p>1.2 Extract and interpret familiar and routine numerical information relevant to calculations partially embedded in workplace tasks and texts</p> <p>1.3 Identify required function keys on calculator necessary to solve mathematical calculation</p>
2. Solve routine calculations using a calculator	<p>2.1 Select and use a range of mathematical problem solving strategies to undertake workplace task</p> <p>2.2 Estimate outcome of calculations to complete workplace task</p> <p>2.3 Perform a range of multi-step calculations using a number of different function keys on a calculator to complete workplace task</p> <p>2.4 Check and reflect on estimation and calculation outcomes and appropriateness of outcome to workplace task</p>
3. Communicate calculation results	<p>3.1 Use informal and formal written mathematical representation to document and report on workplace calculation and problem solving process and results</p> <p>3.2 Use informal and formal mathematical language to present and discuss workplace calculation and problem solving process and results</p>

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 not equivalent to FSKNUM20 Use basic functions of a calculator.

Links

Companion Volume Implementation Guide is found on VETNet -

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