



Australian Government

FBPOPR2069 Use numerical applications in the workplace

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to use numerical applications in the workplace.

This unit applies to individuals who work under general supervision.

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

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Apply basic mathematical concepts to calculate workplace information	1.1 Identify calculation requirements and select appropriate method 1.2 Obtain data from relevant sources and interpret correctly 1.3 Undertake calculations using addition, subtraction, multiplication and division to support work role
2. Apply basic mathematical concepts to estimate workplace information	2.1 Identify estimation requirements and select appropriate estimation 2.2 Obtain data from relevant sources and interpret correctly 2.3 Make estimations of quantities, ratios and speed to meet work requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.4 Record calculations and measurement information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret work tasks, instructions, procedures and other basic workplace documentation requiring numerical applications
Navigate the world of work	- Understand tasks and responsibilities requiring numerical applications in the workplace - Ask questions to clarify understanding or seek further information
Interact with others	Communicate information with relevant personnel
Get the work done	Recognise simple problems and seek guidance to correct

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2069 Use numerical applications in the workplace	FDFOP2061A Use numerical applications in the workplace	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPOPR2069 Use numerical applications in the workplace

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively used numerical applications for work purposes, on at least two different occasions, including:

- identifying whether a calculation or estimation is required to meet workplace requirements
- performing calculations involving basic addition, subtraction, division and multiplication to support work role (this may involve use of a calculator and conversion tables)
- using estimation techniques to check quantities, ratios, speed and other required data estimates
- using estimation techniques to check calculated results and workplace data
- recording calculations and measurement information accurately, according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- mathematical processes, including addition, subtraction, multiplication and division
- application of calculation and estimation techniques to meet work requirements
- units of measurement used in the workplace, including whole numbers, fractions and decimals to one decimal point (this may include use of conversion charts)
- representation of numerical information relevant to work requirements, including charts, graphs and tables
- recording requirements and responsibilities relevant to work role.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

- skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
 - real or simulated work tasks requiring simple estimation and calculation
 - conversion tables, calculators and measuring instruments.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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