



Australian Government

FSKNUM002 Use beginning skills related to time and 2D shapes 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 beginning skills and knowledge to identify and undertake extremely short and simple processes with time and shapes. It includes beginning to identify common two dimensional (2D) shapes and time and communicating extremely simple shape and time information.

An individual performing these tasks operates alongside an expert or mentor where significant support, prompting advice and modelling can be provided.

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 can 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 pre- level 1 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 highly familiar shapes and time	1.1 Locate and state some common features of highly familiar 2D shapes in highly familiar short and simple written workplace texts

Element	Performance Criteria
	1.2 Locate and identify time of the day, days of the week and date of the month in highly familiar short and simple written and oral workplace texts
2. Use extremely simple mathematical processes to complete workplace task	2.1 Identify some features of extremely simple and highly familiar 2D shapes in relation to workplace task 2.2 Group 2D shapes according to similar features 2.3 Order days of the week 2.4 Order months of the year 2.5 Use a digital clock to read the time relevant to workplace event
3. Communicate extremely simple mathematical information	3.1 Use highly familiar and simple written representation to document simple workplace time and shape information in highly familiar workplace texts and tasks 3.2 Use everyday informal oral language to discuss simple time and shape information in highly familiar workplace tasks and conversations

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 FSKNUM02 Use beginning skills related to time and 2D shapes for work.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for FSKNUM002 Use beginning skills related to time and 2D shapes for work

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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:

- complete a workplace task, including:
 - identifying extremely simple mathematical information
 - using simple time related processes
 - using simple 2D shape related processes
 - identifying differences and similarities between common 2D shapes
 - communicating extremely simple number information.
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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:

- basic features of common 2D shapes
- approaches and language to identify differences and similarities in 2D shapes
- days of the week
- months of the year
- common formats for writing dates
- common time increments
- everyday, informal oral language for simple 2D shapes and time.

An individual competent in this unit does not need to formally name shapes or properties when ordering or grouping items.

Assessment Conditions

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

Skills must be demonstrated using extremely short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to initiate and provide highly structured support and modelling to learner
- device with digital time
- highly familiar 2D shapes for workplace tasks.

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.

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