



Australian Government

FSKNUM003 Use whole numbers and halves for work

Release: 1

FSKNUM003 Use whole numbers and halves 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 whole numbers into the 100s and halves in simple workplace tasks and texts. It includes locating and recognising mathematical information, performing simple mathematical processes and communicating simple mathematical information.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided 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 can be integrated and contextualised with vocational training to support achievement of vocational competency.

The 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 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 simple everyday numbers	1.1 Locate and recognise whole numbers into the 100s and halves in highly familiar short and simple oral workplace texts and tasks 1.2 Locate and recognise whole numbers into the 100s and halves in

Element	Performance Criteria
	highly familiar short and simple written workplace texts
2. Use simple arithmetical processes	2.1 Use simple addition to perform concrete workplace task involving one step 2.2 Use simple subtraction to perform concrete workplace task involving one step 2.3 Compare and order whole numbers in the 100s to perform concrete workplace task 2.4 Perform rough check of the reasonableness of simple arithmetical result with support
3. Communicate simple everyday number information	3.1 Use highly familiar and simple written representation to document simple workplace mathematical information in highly familiar workplace texts and tasks 3.2 Use everyday informal oral language to discuss simple number 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 FSKNUM03 Use whole numbers and money up to one thousand 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 FSKNUM003 Use whole numbers and halves 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 using whole numbers and halves, including:
 - identifying simple number information
 - using simple arithmetical processes
 - communicating simple number information through written representation and oral language.

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:

- purpose and application of arithmetical processes in the workplace
- place value for units, tens and hundreds and the role of zero as a place holder
- application of a halves and whole numbers into the 100s in the workplace
- relationship between adding and subtracting
- method and language for comparing and ordering whole numbers into the 100s
- purpose and method for roughly checking the reasonableness of the outcome
- mathematical symbols for half, numbers into the 100s, addition, subtraction and equals
- everyday informal oral language for half, numbers into the 100s, addition, subtraction, equals, bigger and smaller
- written language for numbers into the 100s.
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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 short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- a basic calculator
- an expert or mentor to provide prompting and advice to learner, as needed.

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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