



**Australian Government**

# **FSKNUM007 Use simple data for work**

**Release: 1**

## FSKNUM007 Use simple data 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 required to use data in simple workplace tasks and texts including tables and graphs. It includes locating and recognising simple data, performing data handling processes and communicating simple data handling 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.

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 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 data                          | 1.1 Recognise and state orally the key features of highly familiar, simple graphs, charts and tables in highly familiar short and simple workplace texts and tasks<br><br>1.2 Locate and recognise simple, explicit data in highly familiar, simple graphs, charts and tables in highly familiar short and simple |

| Element                                         | Performance Criteria                                                                                                                                                                                                                                                                            |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 | workplace texts and tasks                                                                                                                                                                                                                                                                       |
| 2. Use simple data comparison processes         | 2.1 Compare simple data in highly familiar lists or tables to perform concrete workplace task<br>2.2 Compare simple data in highly familiar graphs to perform concrete workplace task<br>2.3 Perform rough check of reasonableness of data handling result with support                         |
| 3. Communicate simple data handling information | 3.1 Use highly familiar and simple written representation to document simple data handling information in highly familiar workplace texts and tasks<br>3.2 Use everyday informal oral language to discuss simple data handling 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 FSKNUM07 Locate specific information in highly familiar tables, graphs and charts 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 FSKNUM007 Use simple data for work

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with FSK Foundation Skills Training Package Version 2.0. |

### 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:

- use simple data handling process to perform a workplace task and roughly check the reasonableness of the result with support, including:
  - identifying data handling information in highly familiar short and simple oral and written workplace texts with a highly explicit purpose
  - comparing simple data in a highly familiar simple list or table
  - comparing simple data in a highly familiar simple graph
  - using relevant technology such as calculators.
- 

### 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 data handling in the workplace including highly familiar short and simple graphs and tables
- methods for finding and comparing simple data in lists, tables and graphs
- purpose and method for performing rough check of reasonableness of outcome with support
- everyday, informal oral language for data, lists, tables and graphs
- relevant technology such as, calculators.
- 

### 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:

- an expert or mentor to provide prompting and advice to learner, as needed
- tables, graphs and charts for simple 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.

## Links

Companion Volume Implementation Guide is found on VETNet -

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