



Australian Government

FSKNUM012 Use familiar and simple data for work

Release: 1

FSKNUM012 Use familiar and 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 identify and interpret familiar information in simple workplace tables, graphs and charts. It includes using familiar information and data in tables, graphs and charts to complete workplace activities, and communicate mathematical information.

An individual performing these tasks may work with an expert or mentor where support is available, if requested.

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.

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 2 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 familiar data	1.1 Recognise and identify key features of simple graphs, charts and tables partially embedded in familiar workplace texts and tasks 1.2 Interpret familiar data and information in simple graphs, charts and tables partially embedded in familiar workplace texts and tasks

Element	Performance Criteria
	in order to identify a question or issue to review
2. Use information in simple tables, graphs and charts for workplace task	2.1 Identify and compare data embedded in familiar and simple graphs, charts and tables relevant to workplace task 2.2 Relate information from tables, graphs and charts to relevant workplace task and the question or issue being reviewed 2.3 Perform reasonableness check of data and information extraction in relation to the workplace context
3. Communicate simple data handling information	3.1 Use informal and some formal mathematical written representation to write familiar data handling process information in simple and familiar workplace texts and tasks 3.2 Use informal and some formal mathematical oral language to discuss familiar data handling process information in simple and familiar workplace tasks and texts

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 FSKNUM12 Identify and interpret information in 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 FSKNUM012 Use familiar and simple data 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:

- use familiar data handling processes to perform a workplace task with familiar data, including:
 - interpreting familiar data partially embedded in familiar oral and written workplace texts comparing familiar data in a simple graph
 - sorting and ordering familiar data in a table
 - comparing familiar data in a table
 - checking reasonableness of the data handling process and outcome in relation to the workplace context
 - using relevant technology, such as calculators or spreadsheets.
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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:

- methods to identify simple tables, graphs and charts partially embedded in workplace materials
- key features of simple tables, graphs and charts
- techniques and language to locate, interpret and describe information in tables, graphs and charts
- purposes and uses of different graphs, including:
 - pictograph
 - column graph or bar graph
- methods to perform reasonableness check of processes and outcomes in relation to the workplace context
- informal and some formal mathematical written and oral language and symbolism
- relevant technology, such as calculators or spreadsheets.

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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 familiar texts and tasks with a clear purpose that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- simple tables, graphs and charts 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.

Links

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