



Australian Government

FSKNUM013 Construct simple tables and graphs for work

Release: 1

FSKNUM013 Construct simple tables and graphs 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 collect, collate and organise familiar data to construct simple tables and graphs. It includes identifying and interpreting workplace data and communicating results.

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.

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 2 in the workplace.

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 Identify basis and specifications of data collection requirements for workplace task 1.2 Identify source(s) of familiar and simple data in the workplace
2. Use familiar data to construct graphs and	2.1 Select a simple method to collect familiar workplace data (one or

Element	Performance Criteria
tables	two variables only) and collect small data sample 2.2 Collect, order and collate data into a table or spreadsheet 2.3 Construct a simple and familiar graph using data from table 2.4 Perform reasonableness check of graph by referring to table, initial data collection and workplace context
3. Communicate graphical and tabular information	3.1 Use informal and some formal mathematical written representation to construct simple graphs and tables in simple and familiar workplace texts and tasks 3.2 Use informal and some formal mathematical oral language to discuss simple graphs and tables construction process 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 FSKNUM13 Construct simple tables and graphs for work using familiar data.

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 FSKNUM013 Construct simple tables and graphs 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:

- identify and interpret familiar data or information partially embedded in one familiar oral and one written workplace text in order to collect data and construct a graph or chart
- collect a set of sample workplace data and order and collate into an appropriate format
- construct a simple table based on workplace data and check the reasonableness of the process and outcome in relation to the workplace context
- construct a simple pictograph, column or bar chart with simple graduations of 1s 5s or 10s based on workplace data collected and check the reasonableness of the construction process and outcome in relation to the workplace context
- communicate simple mathematical information in an oral and a written format.

Calculators, spreadsheets or other relevant software may be used to perform the above as required.

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:

- simple data collection methods and techniques to identify variables relevant to the workplace task
- methods to collect, collate and organise data into rows and columns in tables, including the use of appropriate technology such as calculators, spreadsheets or other relevant software
- methods to represent data in simple and familiar graph or chart, including the use of appropriate technology such as spreadsheets
- purpose and application of simple graph features (axes, labels and titles) for the following:
 - column graph or bar graph
 - pictograph

- 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.
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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
- ruler and paper, or electronic spreadsheet software to construct simple tables and graphs to collect workplace data.

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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