



**Australian Government**

# **Assessment Requirements for FSKNUM018**

## **Collect data and construct routine tables and graphs for work**

**Release: 1**

## Assessment Requirements for FSKNUM018 Collect data and construct routine tables and graphs 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:

- identify and collect a set of workplace data on at least one occasion for a workplace purpose and order and collate into an appropriate format, such as a graph or chart
- perform a workplace task using routine tables and graphs, including:
  - identifying features and uses of tables and graphs
  - constructing a table and appropriate graph for a workplace purpose
  - interpreting data represented and identifying key features.

In the course of the above the candidate must demonstrate use of relevant technology, such as graphing calculators or spreadsheets.

### 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:

- routine data collection and collation methods relevant to workplace
- common features of routine graphs and tables
- methods to perform calculations with data and information, including frequencies and percentage frequencies
- use of routine tools to draw and construct tables and graphs
- appropriate use of different kinds of graphs
- routine scales and axes
- 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 graphing 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 routine texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- a calculator
- tools to draw routine tables and graphs in the performance evidence, this may include handheld tools and electronic spreadsheet software
- own familiar support resources.

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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## Links

Companion Volume Implementation Guide is found on VETNet -

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