



Australian Government

FSKNUM020 Use familiar, routine functions of a calculator for work

Release: 1

FSKNUM020 Use familiar, routine functions of a calculator 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 the common and routine functions of a calculator to undertake routine mathematical calculations for workplace tasks. Mathematical calculations include working with the four standard arithmetical operations with whole numbers, familiar fractions, decimals, percentages and rates.

An individual performing these tasks works independently and uses familiar support resources 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 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 3 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. Select and interpret familiar and routine numerical information	1.1 Identify mathematical problem in workplace task requiring solution with a calculator

Element	Performance Criteria
relevant to workplace calculations	1.2 Extract and interpret familiar and routine numerical information relevant to calculations partially embedded in workplace tasks and texts 1.3 Identify required function keys on calculator necessary to solve mathematical calculation
2. Solve routine calculations using a calculator	2.1 Select and use a range of mathematical problem solving strategies to undertake workplace task 2.2 Estimate outcome of calculations to complete workplace task 2.3 Perform a range of multi-step calculations using a number of different function keys on a calculator to complete workplace task 2.4 Check and reflect on estimation and calculation outcomes and appropriateness of outcome to workplace task
3. Communicate calculation results	3.1 Use informal and formal written mathematical representation to document and report on workplace calculation and problem solving process and results 3.2 Use informal and formal mathematical language to present and discuss workplace calculation and problem solving process and results

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 not equivalent to FSKNUM20 Use basic functions of a calculator.

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 FSKNUM020 Use familiar, routine functions of a calculator 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 each of the following functions on a calculator:
 - the four standard arithmetical operations
 - the memory functions
 - the percentage functions
 - the parentheses
- perform routine calculations with a calculator to complete a workplace task, including:
 - performing multi-step calculations with whole numbers, familiar fractions, decimals, percentages and rates and using the order of the four operations
 - interpreting calculator displays and rounding to whole numbers and decimals of 1 or 2 decimal places, where 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:

- problem solving processes to solve workplace problems requiring calculations with a scientific calculator
- order of operations and use of brackets and parentheses for mathematical calculations
- relationship between fractions, decimals and percentages and rounding
- purpose and use of a range of common and routine function keys on a calculator required to complete the required calculations
- estimation and evaluation processes
- implications of calculations and results for workplace tasks
- informal and formal mathematical written and oral language and symbolism relevant to workplace calculations.
-

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:

- calculator
- data utilised in the performance evidence
- 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.
-

Links

Companion Volume Implementation Guide is found on VETNet -

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