



Australian Government

FSKNUM18 Collect data and construct routine tables and graphs for work

Release: 1

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Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

Application

This unit describes the skills and knowledge required to collect, collate and organise familiar and routine data and construct tables, column and bar graphs.

This unit applies to individuals who need numeracy skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency

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 features of routine tables and graphs	1.1 Identify features of common tables and graphs 1.2 Identify uses of different tables and graphs
2. Plan to collect data	2.1 Determine data and variables to be collected 2.2 Determine audience 2.3 Select a method to collect data 2.4 Collect data

Element	Performance Criteria
3. Construct routine tables and graphs	3.1 Collate information in a table 3.2 Determine suitable scale and axes 3.3 Draft and draw graph to present information
4. Check and communicate results	4.1 Check that data meets the expected results and context 4.3 Report or discuss information using formal and informal mathematical language

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning		Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Not applicable

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for FSKNUM18 Collect data and construct routine tables and graphs for work

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Performance Evidence

Evidence of the ability to:

- use appropriate method to collect and collate data
- construct tables and graphs to suit purpose.

Note: Where a specific volume and/or frequency is not specified, evidence must be provided at least once.

Knowledge Evidence

Evidence of the following knowledge must be demonstrated:

- appropriate use of different kinds of graphs
- simple scales.

Assessment Conditions

Assessment texts and tasks reflect those typically found in the workplace.

Individuals can access own familiar support resources.

Access to calculators or computer software is available as required.

Culturally appropriate processes and techniques suited to the language, literacy and numeracy capacity of individuals and the work being performed must be used.

Reasonable adjustments can be made to ensure equity in assessment for people with disabilities.

Assessors must satisfy NVR/AQTF assessor requirements, have a sound knowledge of the ACSF and have demonstrable expertise in the vocational contextualisation and assessment of the core skill - numeracy.

Links

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