



**Australian Government**

# **FSKNUM20 Use basic functions of a calculator**

**Release: 1**

## FSKNUM20 Use basic functions of a calculator

### 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 to use the basic functions of a calculator.

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. Use basic functions on a calculator to undertake routine mathematical calculations | 1.1 Identify and use keys for basic functions on a calculator<br>1.2 Calculate using whole numbers, money and routine decimals and percentages<br>1.3 Calculate with routine fractions and percentages<br>1.4 Apply order of operations to solve multi-step calculations<br>1.5 Interpret display and record result |
| 2. Check and communicate results                                                      | 2.1 Make estimations to check reasonableness of problem solving process, outcome and its appropriateness to the context and task<br>2.2 Use formal and informal mathematical language and appropriate                                                                                                               |

| Element | Performance Criteria                                            |
|---------|-----------------------------------------------------------------|
|         | symbolism and conventions to communicate the result of the task |

## 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                                                                                                                            |
|-----------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Reading         |                      | <ul style="list-style-type: none"><li>Reads and interprets mathematical information in familiar and some less familiar texts</li></ul> |
| Writing         |                      | <ul style="list-style-type: none"><li>Records steps of calculating and records results</li></ul>                                       |
| Problem Solving |                      | <ul style="list-style-type: none"><li>Decides on steps to complete calculations</li></ul>                                              |

## 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 FSKNUM20 Use basic functions of a calculator

## Modification History

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## Performance Evidence

Evidence of the ability to:

- calculate using whole numbers and routine decimals and percentages
- calculate with routine fractions
- interpret display on calculator and round to 2 decimal places.

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:

- order of operations
- basic function keys on a calculator.

## Assessment Conditions

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

Individuals can access own familiar support resources.

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.

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