

NUMERACY SKILLS

UNIT CODE: FAS/CU/FD/BC/02/3/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Demonstrate numeracy skills

Duration of Unit: 15 hours

Unit Description

This unit covers the competencies required to identify and undertake simple numerical processes. The person who is competent in this unit shall be able to use / work with whole numbers and money up to one hundred thousand; Locate, compare and use highly familiar measurement; Use highly familiar maps and diagrams; Identify and use some common 2D shapes; and locate specific Information in highly familiar tables, graphs and charts for work.

Summary of Learning Outcomes

1. Use whole numbers for work
2. Locate, compare and use highly familiar measurement for work
3. Use highly familiar maps and diagrams for work
4. Identify and use some common 2D shapes for work
5. Locate specific Information in highly familiar tables, graphs and charts for work

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Use whole numbers for work	<ul style="list-style-type: none">• Whole numbers• Use of Zeros• Use of halves• Sizes• Grouping of numbers• Addition and subtraction of whole numbers• Numerical information,• symbols	<ul style="list-style-type: none">• Oral questioning• Written tests• Practical test• Observation
2. Locate, compare and use highly familiar	<ul style="list-style-type: none">• Measurements• Units of measurements and their use• Digital time am and pm	<ul style="list-style-type: none">• Oral• Written• Practical test• Observation

measurement for work	<ul style="list-style-type: none"> • Calendars 	
3. Use highly familiar maps and diagrams for work	<ul style="list-style-type: none"> • Use of Maps and • Diagrams simple • symbols and pictorial • Giving simple oral directions to locate objects 	<ul style="list-style-type: none"> • Oral • Written • Practical test • Observation
4. Identify and use some common 2D shapes for work	<ul style="list-style-type: none"> • Two dimensional shapes • Describe common objects in terms of size and shape • Compare objects • Group common objects based on shape, size, color and features 	<ul style="list-style-type: none"> • Oral • Written • Practical test • Observation
5. Locate specific Information in highly familiar tables, graphs and charts for work	<ul style="list-style-type: none"> • Simple tables • Features of simple graphs and charts • Numerical information in tables, graphs & charts 	<ul style="list-style-type: none"> • Oral • Written • Practical test • Observation

Suggested Methods of Instruction

- Instructor led facilitation of theory.
- Practical demonstration of tasks by trainer
- Practice by trainees/ role play
- Discussion
- Observations and comments and corrections by trainers

Recommended Resources

- Common 2D shapes objects
- Calculator
- Basic measuring instruments
- Mathematical tables