NUMERACY SKILLS

UNIT CODE: ICT/CU/ICTA/BC/02/4/A
Relationship to Occupational Standards:
This unit addresses the unit of competency: Demonstrate numeracy skills
Duration of Unit: 25 hours

Unit Description

This unit describes the competencies required by a worker in order to competently Identify and use whole numbers and simple fractions, decimals and percentages; Identify, measure and estimate familiar quantities for work, Read and use familiar maps, plans and diagrams for work, Identify and describe common 2D and some 3D shapes for work, Construct simple tables and graphs for work using familiar data, Identify and interpret information in familiar tables, graphs and charts for work.

Summary of Learning Outcomes

1. Identify and use whole numbers and simple fractions, decimals and percentages for work
2. Identify, measure and estimate familiar quantities for work
3. Read and use familiar maps, plans and diagrams for work
4. Identify and describe common 2D and some 3D shapes for work
5. Construct simple tables and graphs for work using familiar data
6. Identify and interpret information in familiar tables, graphs and charts for work

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify and use whole numbers and simple fractions, decimals and percentages for work	• Whole numbers • Simple fractions • Decimals • Percentages • Sizes • Problem solving methods • calculations using the 4 operations • Recording and communicating numerical information	• Oral • Written • Practical test • Observation

2. Identify, measure and estimate familiar quantities for work	• Measurement information • Units of measurement • Estimate familiar and simple amounts • Selection of appropriate measuring equipment • Calculate using familiar units of measurement • Check measurements and results against estimates • Using informal and some formal mathematical and general language • Record or report results	• Oral • Written • Practical test • Observation
3. Read and use familiar maps, plans and diagrams for work	• Maps, plans and diagrams • Locate items and places in familiar maps, plans and diagrams • Recognize common symbols and keys in familiar maps, plans and diagrams • Direction and location of objects, or route or places • Use of informal and some formal oral mathematical language and symbols	• Oral • Written • Practical test • Observation
4. Identify and describe common 2D and some 3D shapes for work	• Common 2D shapes and 3D shapes • Classification of common 2D shapes and designs • Description of Use informal and some formal language to describe common two-dimensional shapes and some common three-dimensional shapes • Construction of common 2D shapes	• Oral • Written • Practical test • Observation

	• Match common 3D shapes to their 2D sketches or nets	
5. Construct simple tables and graphs for work using familiar data	• Types of graphs • Determination of data to be collected • Selection of data collection method • Collection of data • Determination of variables from the data collected • Order and collate data • Construct a table and enter data • Construct a graph using data from table • Check results • Report or discuss graph information related to work using informal and some formal mathematical and general language	• Oral • Written • Practical test • Observation
6. Identify and interpret information in familiar tables, graphs and charts for work	• Tables construction and labeling • i.e. title, headings, rows and columns • Interpreting information and data in simple tables • Relaying information of relevant workplace tasks on/in a table • Identify familiar graphs and charts in familiar texts and contexts • Locate title, labels, axes, scale and key from familiar graphs and charts • Identify and interpret information and data in familiar graphs and charts	• Oral • Written • Practical test • Observation

	• Relate information to relevant workplace tasks	

Suggested Delivery Methods

- 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

- Standard operating and/or other workplace procedures manuals
- Specific job procedures manuals
- Mathematical tables