



WORKPLACE CORE SKILLS UNIT

What are Core Skills?

Core Skills are skills and abilities that everyone needs in their work. This is true for every job in every workplace.

The Core Skills are:

- ◆ Communication
- ◆ Numeracy
- ◆ Information and Communication Technology
- ◆ Problem Solving
- ◆ Working with Others

Employers look for Core Skills when they are appointing new staff. They also expect their existing staff to have these skills.

Core Skills are important because they help you work effectively in your present job and also prepare you for jobs that you will do in future. Developing your Core Skills helps you deal with today's rapidly changing world and improve your career prospects.

What is this Core Skills Unit about?

This Unit is about using numerical skills in workplace situations that involve graphical information and calculations.

Your assessor will explain anything in this Unit that you do not understand.

What should I know or be able to do before I start this Unit?

You should either:

- ◆ have achieved the Core Skills Unit in Numeracy at SCQF level 4 or an equivalent qualification

or

- ◆ be able to show that you have some experience of using numerical skills in the workplace, for example using tables, charts, graphs, and diagrams to find and show information; making calculations involving money, time, length, weight, area, volume, or temperature

What do I need to do?

You will need to carry out each of the following three tasks.

Task 1: Using number

Apply a wide range of numerical skills to solve work-related problems. To do this you will have to:

- ◆ analyse problems and situations to identify relevant numerical data and relationships
- ◆ decide which operations to carry out and in what order
- ◆ use numerical or statistical concepts, for example:
 - ◆ quantitative and qualitative information
 - ◆ discrete and continuous data
 - ◆ numbers represented by symbols
 - ◆ range
- ◆ carry out a number of sustained calculations, or at least one specialised calculation, for example a calculation involving a scientific formula
- ◆ round answers to an appropriate degree of accuracy, for example two decimal places

Task 2: Use graphical format to find out information

To do this you will have to:

- ◆ interpret information from a series of straightforward related graphical forms such as tables, graphs, charts, or diagrams

or

- ◆ interpret information from a single complex graphical form, for example:
 - ◆ qualitative graphs
 - ◆ graphs where part of the axis has been omitted
 - ◆ histograms
 - ◆ graphs showing concepts/relationships such as cumulative frequency or complex variables
 - ◆ graphs involving interpolation and extrapolation

Task 3: Use graphical format to communicate information

To do this you will have to:

- ◆ select an appropriate graphical form and use it to communicate information through at least one of the following:
 - ◆ table, chart, graph, or diagram

How will I show that I have achieved this Unit?

You will need evidence to show that you have achieved all the tasks in this Unit.

Your assessor will watch you carrying out some tasks and may ask you questions to check your knowledge, understanding, and practical abilities. The assessor may take notes or make a recording of what was said and/or done. You should also keep any written work that shows what you can do.

You may use a calculator or other electronic device if you normally do so in your workplace.

What might be involved?

This Unit may be achieved in many ways. Examples of tasks you might do are:

- ◆ calculate annual profit and loss from monthly returns
- ◆ solve an engineering problem using a formula expressing the relationship between work done, force, and distance ($W = F \times D$)
- ◆ cost the raw materials required for your company to decorate a customer's room
- ◆ produce a histogram showing a breakdown of your customers by age, gender, or income
- ◆ calculate acceleration from a velocity/time graph
- ◆ forecast fuel costs for your company's vehicles from past consumption and cost data

What can I do next?

You could move on to the Numeracy Core Skills Unit at SCQF level 6.

You could consider doing other Core Skills Units in:

- ◆ Communication
- ◆ Information and Communication Technology
- ◆ Problem Solving
- ◆ Working with Others

Your assessor can advise you about this.

Guidance for assessors

Further information about delivery, assessment, and evidence requirements for this Unit can be found in the corresponding Assessment Support Pack. In addition, the *Guide to Assessing Workplace Core Skills* provides further information on assessment.

Disabled learners and/or those with additional support needs

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative competence standards for Units.

Additional advice and guidance for learners with disabilities and/or additional support needs should initially be discussed with the centre where the learner is registered.

If the centre is unable to offer a satisfactory solution then the learner, usually in conjunction with the centre, should contact the External Verifier of the Awarding Body where the learner is registered for certification.

Information on Awarding Body requirements to become an 'approved' Awarding Body is published in the SQA Accreditation *Awarding Body Criteria (2007)*.

http://www.sqa.org.uk/files_ccc/AccreditationAwardingBodyCriteria.pdf

ADMINISTRATION INFORMATION

Credit Value

6 SCQF credit points at SCQF level 5



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