



**NUMERACY**  
**Using Graphical Information**  
**SCQF Level 3**  
**10 Hour Unit (F3GG 09)**

# CORE SKILLS UNIT

## What are Core Skills?

Core Skills are skills and abilities that everyone uses in their family and personal life, at work, in public, in the community, and in education and training.

The Core Skills are:

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

They are important because they help you to be effective in almost everything you do. That's also why employers value them.

Improving your Core Skills helps you cope with today's quickly changing world. It will make you more confident, help you to learn more easily, and improve your career prospects.

## What is this Core Skills Unit about?

This Unit is about reading and using simple graphical information in familiar, everyday ways. If there are any words you don't understand in the Unit, your tutor will explain them to you.

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

You do not need any knowledge or experience before you start.

Numeracy Core Skills Unit Using Graphical Information at SCQF level 2 provides good preparation for this Unit.

## What do I need to do?

You will **get** information from at least one of the following:

- ◆ a simple table containing two categories of information (for example, a timetable or a distance table)
- ◆ a simple chart (for example, a bar chart or pie chart)
- ◆ a simple graph (for example, a line graph with a simple scale)
- ◆ a simple diagram (for example, a diagram of a two-dimensional shape such as a floor plan or a two-dimensional representation of a familiar three-dimensional shape such as a cube, or a simple map)

You will also **give** information through at least one of the following:

- ◆ a simple table containing two categories of information (for example, a timetable or a distance table)
- ◆ a simple chart (for example, a bar chart or pie chart)
- ◆ a simple graph (for example, a line graph with a simple scale)
- ◆ a simple diagram (for example, a diagram of a two-dimensional shape such as a floor plan or a simple map)

Your tutor will offer you time to practise your graphical skills.

## How do I get this Unit?

You will need to show that you have all the skills in the Unit.

Your tutor might watch you working with simple tables, graphs, charts, or diagrams. You might be asked to get information from them or to add information to them.

You could show your skills by writing or by telling your tutor your answers.

## What might this involve?

Here are examples of some things you might do:

- ◆ work out the cheapest option in a simple table of mobile phone tariffs
- ◆ compare the cost of 1st and 2nd class postage for a package
- ◆ use a street map to find your nearest swimming pool
- ◆ complete a fuel consumption chart for a car
- ◆ provide information in a bar chart that shows numbers of people buying different brands of jeans

## What can I do next?

You could move on to the other Numeracy Units at SCQF level 3:

- ◆ Using Number: Calculation
- ◆ Using Number: Measuring

Once you have achieved the Units at SCQF level 3, you could move on to the Numeracy Unit at SCQF level 4. Your tutor can advise you about this.

## Guidance for tutors

Select graphical formats that are likely to be familiar to learners from which they can extract information. You should specify which graphical form is to be used to communicate selected information, and design the tables, graphs, charts, or diagrams for learners to complete.

Learners should check their answers, although evidence of checking is not required.

Further guidance is available in the accompanying Assessment Support Pack.

## 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 whether any reasonable adjustments may be required. Further advice can be found on our website

**[www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)**.

## ADMINISTRATIVE INFORMATION



### Core Skills

This Unit is part of a suite of three Units that when completed give automatic certification of the Core Skill of Numeracy at SCQF level 3. The other Units in this suite are:

Using Number: Calculation at SCQF level 3

Using Number: Measuring at SCQF level 3

### Credit value

1.5 SCQF credit points (0.25 SQA credits) at SCQF level 3

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