SQA Accreditation

NUMERACY
SCQF Level 6

WORKPLACE
CORE SKILLS UNIT

What are Core Skills?

Core Skills are skills and abilities which 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 which 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 which involve complex graphical information and calculations.

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

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

You should either:

- have achieved the Core Skills Unit in Numeracy at SCQF Level 5 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 and graphs to extract, analyse and convey information; solving problems by carrying out numerical calculations

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 and statistical skills to solve complex work related problems. To do this you will have to:

- analyse problems and situations to identify relevant numerical data and relationships
- decide which steps and operations to carry out and in what order
- use numerical or statistical concepts, for example:
  - use of formulae to represent relationships in symbolic form
  - manipulation of numbers represented by symbols
  - application of statistical concepts such as standard deviation
- carry out a number of sustained complex calculations
- round answers to an appropriate degree of accuracy, for example, to two decimal places or three significant figures

Task 2: Use graphical format to find out information

To do this you will have to:

- extract, analyse and interpret information from complex graphical forms, for example:
  - qualitative graphs
  - information which has been manipulated to disguise the situation
  - histograms
  - graphs showing concepts/relationships such as cumulative frequency or complex variables
  - graphs requiring considerable interpolation and extrapolation

- identify significant features in graphical information and interpret these in relation to the underlying variables, for example:
  - patterns
  - scatter
  - discontinuities
  - rates of change

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 complex information, for example:
  - table
  - line graph
  - bar chart
  - pie chart
  - histogram
  - diagram
  - qualitative form such as a graph with no scale on the axes

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 a recording of what was said and/or done. You should also keep any written work which 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?

The Unit may be achieved in many ways. Some examples of tasks which you might do are:

- use data on size variations on a random sample of products to calculate 95% confidence limits on the mean weight of the products
- research and compare data on your company's skills levels with national statistics
- compare 5 year returns on a series of cash and stock market investment products
- read weather maps to make decisions as to which locations require your company to provide marquees for the events it is organising for clients
- produce a series of charts to demonstrate staff turnover rates for different grades of staff

What can I do next?

You could consider doing other Core Skill 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.

Learners with disabilities and/or 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

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