



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 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 simple 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 Unit?

You do not need any specific knowledge or experience before starting on this Unit.

It would be useful to be able to show that you have some experience of using number skills in the workplace, for example using timetables or plans; measuring with rulers or scales; adding, subtracting, multiplying, and dividing cash sums.

The National Core Skills Unit in Numeracy at SCQF level 2 or an equivalent qualification provides good preparation for this Unit.

What do I need to do?

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

Task 1: Using number

Carry out a variety of simple number tasks related to your work that involve calculations requiring one or two steps. To do this you will have to:

- ◆ recognise and use:
 - ◆ whole numbers, for example 5
 - ◆ decimals, for example 2.45
 - ◆ percentages, for example 30%
 - ◆ simple fractions, for example $\frac{2}{3}$
 - ◆ simple ratios, for example 1:3 or 5:1

- ◆ carry out calculations involving:
 - ◆ adding
 - ◆ subtracting
 - ◆ multiplying
 - ◆ dividing

- ◆ carry out calculations involving either whole number percentages or simple fractions

- ◆ decide which calculations need to be carried out and in what order

- ◆ draw conclusions from the results of your calculations

Task 2: Measuring

Read and use a simple scale on a graph or a familiar measuring instrument, for example a ruler or thermometer. To do this you will have to:

- ◆ take a reading to the nearest marked number

Task 3: Use graphical format to find out information

To do this you will have to:

- ◆ extract information from at least one of the following:
 - ◆ a simple table, chart, graph, or diagram

Task 4: Use graphical format to communicate information

To do this you will have to:

- ◆ communicate information by completing at least one of the following:
 - ◆ a simple 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, take notes, or make a recording of what was said and/or done. You should 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 the number of extra staff required for a 20% increase in staffing if a firm employs 200 people
- ◆ decide the appropriate time to leave your workplace to go to a meeting starting at 11.30, based on an expected journey time of 25 minutes
- ◆ use a thermometer to measure the temperature of a room to decide if the temperature has reached the minimum working level
- ◆ use a tape measure to measure the length of pipe needed for a repair
- ◆ compare the cost of first- and second-class postage for a given package
- ◆ amend the floor plan of your workroom to show the position of a new piece of furniture that has been ordered

What can I do next?

You could move on to the Numeracy Core Skills Unit at SCQF level 4.

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 3



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