



**NUMERACY**  
**Using number: Calculation**  
**SCQF Level 3**  
**20 Hour Unit**

# 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 using simple number skills and calculations based on familiar, everyday things. If there are any words you don't understand in this Unit, your tutor will explain them to you.

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

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

The Units, 'Using number: Time' and 'Using number: Money' at SCQF Level 2 both provide good preparation for this Unit.

## What do I need to do?

You will:

- ◆ use notation for each of the following — whole numbers (for example, 5), simple decimals (for example, 2.45), simple percentages (for example, 30%), simple fractions (for example,  $\frac{2}{3}$ ), simple ratios (for example, 1:3, 5:1)
- ◆ carry out all of the following — addition, subtraction, multiplication, division
- ◆ carry out simple calculations involving either whole number percentages (for example, 30%) or simple fractions (for example,  $\frac{2}{5}$ )
- ◆ decide which calculations need to be carried out and in what order (for example, add then multiply)
- ◆ draw conclusions from the results of your calculation

Your tutor will offer you time to practise your number 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 using numbers, doing calculations and drawing conclusions from your answers. You could show your skills by writing or by telling your tutor your answers.

You can use a calculator or other electronic method to get your answers if you would usually do this.

### What might this involve?

Here are examples of some things you might do:

- ◆ calculate the number of extra staff required for a 20% increase in staffing if a firm employs 200 people
- ◆ decide how many adults are required to take a group of 20 children on an outing, if current guidance recommends a child:adult ratio of 5:1
- ◆ decide the best time to leave the house for work, based on a journey time of 35 minutes if you have to be there at 8.30 am
- ◆ work out the cost of  $\frac{3}{4}$  of a kilo of potatoes, when the price per kilo is £1.60

### What can I do next?

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

- ◆ Using number: Measuring
- ◆ Using graphical information

Once you have achieved 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

The learners may carry out the calculations mentally, in writing, or by using a calculator or another electronic device such as a computer. Learners should check their answers, although evidence of checking is not required. The numerical tasks involving calculations should be familiar to learners and only involve a small number of steps.

Further guidance is available in the accompanying Assessment Support Pack.

## 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 the most appropriate assessment activity and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard.

Further advice can be found in SQA's Assessment Arrangements' web pages ([www.sqa.org.uk](http://www.sqa.org.uk))

## ADMINISTRATIVE INFORMATION

### Core Skills

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

Using number: Measuring at SCQF Level 3

Using Graphical Information at SCQF Level 3

### Credit Value

0.5 Credit(s) at (SQA Level 09) (3 SCQF credit points at SCQF Level 3)

<b>Unit Code:</b>	F3GK 09
<b>Superclass:</b>	HD
<b>Publication Date:</b>	August 2008
<b>Source:</b>	Scottish Qualifications Authority
<b>Version:</b>	01



<b>Helpdesk</b>	0845 279 1000
<b>Fax:</b>	0845 213 5000
<b>Email:</b>	customer@sqa.org.uk
<b>Website:</b>	www.sqa.org.uk

<b>Optima Building</b>	<b>Ironmills Road</b>
58 Robertson Street	Dalkeith
Glasgow	Midlothian
G2 8QD	EH22 1LE

© Scottish Qualifications Authority 2008

**CORE SKILLS UNIT: NUMERACY**

**Using number: Calculation SCQF Level 3**

