



NUMERACY
Using Graphical Information
SCQF Level 2
10 Hour Unit (F3GG 08)

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 very simple graphical information in familiar, everyday ways.

If there are any words you don't understand in this 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.

What do I need to do?

You will:

- ◆ get information from a very simple table containing one type of information (for example, a timetable) or a very simple diagram (for example, a diagram of a two-dimensional shape such as a floor plan or a very simple map)
- ◆ add information to a very simple table containing one type of information (for example, a timetable) and a very simple diagram (for example, a diagram of a two-dimensional shape such as a floor plan or a very 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 and diagrams. You might be asked to get information from them or to add information to complete them.

You could also 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:

- ◆ find bus departure times from a timetable showing one destination
- ◆ find the time of the news in a very simple TV schedule
- ◆ add your home, school/college, or workplace to a very simple street map of the local area
- ◆ produce a simple room plan using shapes provided by your tutor

What can I do next?

You could move on to the other Numeracy Units at SCQF level 2:

- ◆ Using Number: Measuring
- ◆ Using Number: Money
- ◆ Using Number: Time

Once you have achieved the Units at SCQF level 2, you could move on to Numeracy Units at SCQF level 3. Your tutor can advise you about this.

Guidance for tutors

Use graphical formats that are familiar to learners from which they can extract information with some prompting or support.

You should design partially completed tables and diagrams for learners to finish with prompting or support. 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.

ADMINISTRATIVE INFORMATION



Core Skills

This Unit is part of a suite of four Units that when completed give automatic certification of the Core Skill of Numeracy at SCQF level 2. The other Units in this suite are:

Using Number: Measuring at SCQF level 2

Using Number: Money at SCQF level 2

Using Number: Time at SCQF level 2

Credit value

1.5 SCQF credit points (0.25 SQA credits) at SCQF level 2

Unit code: F3GG 08
Superclass: RB
Publication date: August 2009
Source: Scottish Qualifications Authority
Version: 02

Helpdesk: 0845 279 1000
Fax: 0845 213 5000
E-mail: customer@sqa.org.uk
Website: www.sqa.org.uk

Optima Building	Ironmills Road
58 Robertson Street	Dalkeith
Glasgow	Midlothian
G2 8DQ	EH22 1LE

© Scottish Qualifications Authority 2009