



**NUMERACY**  
SCQF Level 4  
40 Hour Unit (F3GF 10)

# 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 straightforward numerical skills in everyday settings that involve graphical information, calculations, and solving problems.

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 may have achieved the Core Skills Unit in Numeracy at SCQF level 3. Alternatively, you may be able to show that you have similar experience, for example, finding information from tables or maps; using measuring instruments with scales; making calculations involving money, time, length, weight, area, volume, or temperature.

## What do I need to do?

You will:

- ◆ use notation for the following: whole numbers, decimals, percentages, fractions, and ratios
- ◆ decide which calculations need to be carried out, and in what order, to solve numerical problems (for example, add and then multiply)
- ◆ carry out calculations involving whole numbers, decimals, percentages, fractions, and ratios
- ◆ round answers to a specified number of decimal places (for example, 2.465 to two decimal places is 2.47)
- ◆ read and use a straightforward scale on an instrument (for example, a ruler, metre stick, or thermometer) or on a graph to make measurements to the nearest marked unnumbered division
- ◆ extract and interpret information from at least one of the following: a table, a chart, a graph, or a diagram
- ◆ select at least one appropriate type of graph, diagram, chart, or table and use it to communicate information

## How do I get this Unit?

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

You will carry out numeracy activities that involve:

- ◆ using numbers, carrying out calculations, and drawing conclusions from your answers
- ◆ making measurements with instruments with scales
- ◆ extracting and interpreting information using tables, graphs, charts, or diagrams
- ◆ conveying information through tables, graphs, charts, or diagrams

Your tutor might watch you using numbers, doing calculations, using graphical information, 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 space required to store a number of standard-sized boxes in a storeroom
- ◆ calculate the ratio of males to females, within a particular income bracket, from local council statistics
- ◆ forecast the cost of electricity for next year, based on bills from last year, and budget monthly amounts to cover this
- ◆ price a holiday using tables from a travel brochure, according to date of departure, hotel chosen, and length of stay
- ◆ measure ingredients by volume for a recipe
- ◆ use graphs to show the results of a survey you have done

## What can I do next?

You could move on to the Numeracy Unit at SCQF level 5.

You could think about doing other Core Skills Units in:

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

Your tutor can advise you about this.

## Guidance for tutors

Learners are expected to apply straightforward numerical skills and may require some support to carry out the activities.

### Using number

When giving the result of a calculation, learners should be able to express the answer to a given degree of accuracy, such as rounding to a specified number of decimal places. It is not appropriate to deliver the numeracy skills abstractly.

It is important to note that this Unit is based on using instruments with analogue scales. Digital readouts are not acceptable.

### Using graphical information

Learners are required to make their own choice of graphical form (table containing three or four categories of information, graph, chart, and diagram) when representing information.

When extracting information from graphical forms, learners are expected to also interpret it. This is likely to be achieved when the learners have to read more than one value and then have to make an observation or further calculation.

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

### Credit value

6 SCQF credit points (1 SQA credit) at SCQF level 4



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