



**NUMERACY**  
**Using Number: Time**  
**SCQF Level 2**  
**10 Hour Unit (F3GJ 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 using very simple number skills in calculations with time. The calculations will be 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 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:

- ◆ recognise and use very simple fractions (for example, 45 minutes is  $\frac{3}{4}$  of an hour)
- ◆ compare times using very simple examples (for example, 4 pm is later than 2 pm)
- ◆ use the 12- and 24-hour clock systems (for example, 2 pm or 14.00)
- ◆ express dates in both words and numbers (for example, 5 October 2007 is 05/10/07)
- ◆ solve a problem involving time (for example, choosing to add, subtract, multiply, or divide)

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 carrying out calculations involving time. You could also 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:

- ◆ work out that eight o'clock in the evening can be written as 8 pm or 20.00
- ◆ recognise that 45 minutes is  $\frac{3}{4}$  of an hour
- ◆ recognise that 2.45 pm is 15 minutes later than 2.30 pm
- ◆ calculate when to leave the house for work, if it takes you 15 minutes to get there and you have to be there at 8.30 am
- ◆ work out the number of days between 18/06/09 and 23/06/09
- ◆ calculate how many hours you spend at work each day if you arrive at one o'clock in the afternoon and leave at seven o'clock in the evening
- ◆ recognise that 13.00 is the same as 1 pm

## What can I do next?

You could think about doing the other Numeracy Units at SCQF level 2:

- ◆ Using Number: Measuring
- ◆ Using Number: Money
- ◆ Using Graphical Information

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

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

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



### 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 Graphical Information at SCQF level 2

### Credit value

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

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