



# 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 that 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 that involve straightforward 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 this Unit?*

You should either:

- ◆ have achieved the Core Skills Unit in Numeracy at SCQF level 3 or an equivalent qualification

or

- ◆ be able to show that you have some experience of using numerical skills in the workplace, 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 need to carry out each of the following four tasks.

### Task 1: Using number

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

- ◆ recognise and use:
  - ◆ whole numbers, for example 73
  - ◆ decimals, for example 2.465
  - ◆ percentages, for example 35%
  - ◆ fractions, for example  $\frac{5}{8}$
  - ◆ ratios, for example 2:3 or 5:4
- ◆ decide which calculations need to be carried out and in what order
- ◆ carry out calculations involving whole numbers, decimals, percentages, fractions, and ratios
- ◆ round answers to an appropriate degree of accuracy, for example two decimal places
- ◆ draw conclusions from the results of your calculations

## *Task 2: Measuring*

Read and use a straightforward scale either on an instrument such as a ruler or on a graph. To do this you will have to:

- ◆ take a reading to the nearest, marked, unnumbered division

## *Task 3: Use graphical format to find out information*

To do this you will have to:

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

## *Task 4: Use graphical format to communicate information*

To do this you will have to:

- ◆ select an appropriate graphical form and use it to communicate information through at least one of the following:
  - ◆ a straightforward 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 space required to store a number of standard sized boxes in your office storeroom
- ◆ carry out expenses claim calculations for mileage, subsistence, or tax for submitting to your finance section for a journey that you made on behalf of the company
- ◆ work out the overall ratio of males to females in the business you work for and the percentage of managers who are male as part of an equal opportunities survey
- ◆ measure ingredients by volume for a recipe you are asked to prepare by a senior chef
- ◆ use graphs to show the results of a customer survey that you have done

## *What can I do next?*

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

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.

## *Becoming an approved awarding body*

Workplace core skills may only be offered by an SQA approved awarding body. Information on how to become an 'approved' Awarding Body is published on SQA Accreditation's website.

<http://www.sqa.org.uk/sqa/48712.html>

## *Unit reference codes*

This workplace core skills unit is offered by a number of different awarding bodies. The unit reference codes for each awarding body offering this workplace core skills unit are as follows:

[http://www.sqa.org.uk/sqa/files\\_ccc/Workplace\\_Core\\_Skills\\_Table.pdf](http://www.sqa.org.uk/sqa/files_ccc/Workplace_Core_Skills_Table.pdf)

## ADMINISTRATION INFORMATION

### Credit Value

6 SCQF credit points at SCQF level 4



Publication Date: November 2014  
Source: SQA Accreditation  
Version: 3

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**Website:** <http://www.sqa.org.uk/sqa/42321.2720.html>

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