



Foundation Skills

Assessment Guide



FSKNUM013 Construct simple tables and graphs for work

Instructions to Assessor

- Each task needs to be completed independently
- The Marking Criteria specifies the demonstration of skill and knowledge required for each task

Elements & PC:	Evidence of the ability to:	Knowledge of:	
1.1	<ul style="list-style-type: none"> • Distinguish between types of graphs 	<ul style="list-style-type: none"> • Graphs 	Task 1
1.2, 1.3, 1.4	<ul style="list-style-type: none"> • Determine familiar data to be collected • Select a method to collect data • Collect data 	<ul style="list-style-type: none"> • Identification and methodology of data to be collected 	Task 2
1.5, 1.6 2.1, 2.2	<ul style="list-style-type: none"> • Understand variances in data • Construct a table • Construct a graph 	<ul style="list-style-type: none"> • Different ways to display information 	Task 3
3.1, 3.2	<ul style="list-style-type: none"> • Check results and discuss information collated 	<ul style="list-style-type: none"> • Reporting information gathered and displayed 	Task 4

Note: Where a specific volume and/or frequency is not specified, evidence must be provided at least once.

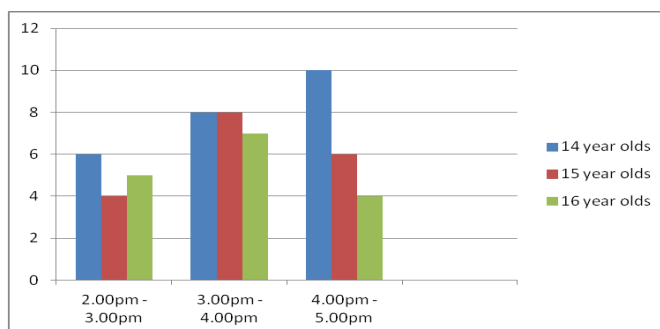
Numeracy

Task 1 Graphs

When we collect data, sometimes we put it into them into graphs so people can see the information more visually.

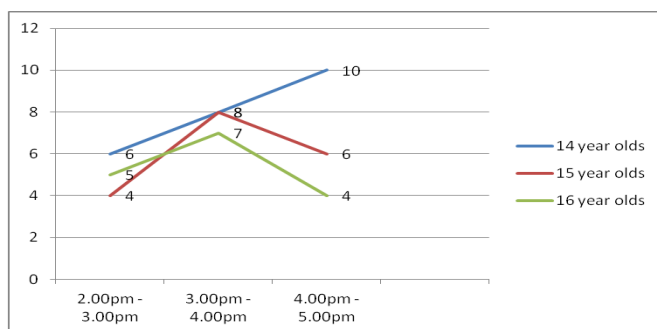
Sally works as a youth worker and ensures that staff are available for the types of programs they have for the youth.

Sally has a new assistant and is explaining the difference programs of youth in three different age groups: 14, 15 and 16 year old - as well as information about the different times of the programs to be held: 2.00pm – 3.00pm; 3.00pm – 4.00pm and 4.00pm – 5.00pm. She is using different graphs and tables to show the same information – can you answer the following:



What is this type of graph called?

A chart graph



The same information is displayed in this graph – what type of graph is this called?

A line graph

Marking Criteria:	Select criteria
Numeracy . correctly identifies and can name common types of graphs	

Numeracy

Task 2: Gathering information

You are assisting Sally at the youth centre, to determine what is in stock because you need to ensure there are enough sporting goods for the youth to use in their activities.

You have gone to the store cupboard and found the following:

- 10 soccer balls
- 12 tennis racquets
- 24 tennis balls
- 2 soccer nets

How do you think you could capture this information?

In a checklist

Using the information you have above, write the information in a format that shows Sally what stock she has.

Soccer balls	10
Tennis racquets	12
Tennis balls	24
Soccer nets	2

Marking Criteria:	Select criteria
<p>Numeracy</p> <ul style="list-style-type: none">. correctly selects the best method to collect information. correctly gathers information for the purpose of developing a graph and table. records information correctly	

Final Recording Form

Candidate name:.....

Trainer/Assessor:.....

Course: Foundation Skills

Code	Foundation Skill – ACSF Level 2	Completed	Date
FSKNUM013 Construct simple tables and graphs for work	Numeracy	Task 1	
	Numeracy	Task 2	
	Numeracy	Task 3	
	Numeracy and Speaking	Task 4	

Signed: (Candidate) Date:.....

Signed:..... (Assessor) Date:.....