

Contents

Before you begin	vii
Words to remember	ix
Your story	1
Your tasks	2
Day 1	3
Using and reading numbers at work.....	4
Numbers	7
Whole numbers.....	8
Fractions.....	11
Place value	15
Decimals	18
Zero as a placeholder	22
Percentages	23
What has happened on Day 1	27
Learning checkpoint: Day 1	28
Day 2.....	31
Solving a numerical problem	32
Understanding mathematical language	33
Calculations.....	34
Addition	35
Subtraction.....	36


Multiplication	38
Division	40
Calculating your answers	41
Using a pen and paper	41
Working out a sum in your head	42
Using a calculator	43
Adding, subtracting, multiplying and dividing using a calculator	45
Order of operations	48
Estimating before a calculation	50
Doing the calculation	51
Checking the answer	52
Communicating numerical information	53
Formal and informal maths language	54
What has happened on Day 2	55
Learning checkpoint: Day 2	56
What you have learned	59

Before you begin

This learner guide is based on the unit of competency
*FSKNUM008 Use whole numbers and simple fractions, decimals
and percentages for work*, Release 1.

How to work through this learner guide

Your trainer or assessor will tell you which parts of the learner guide you need to read, and which activities you need to finish. The learner guide has the following parts.

Part	How you use it
Learning content	Read each topic. If you do not understand something, talk to your trainer.
Examples	This learner guide has examples of completed documents that may be used in a workplace.
Video clips	Where you see a QR code, you can use a smartphone or tablet to access video clips about the content. For information about how to download an app that will read the QR code or for more help, please visit our website: www.aspirelr.com.au/help . 
Learning checkpoints	Complete learning checkpoints to make sure you understand what you have read. Your trainer will tell you which activities to do.
What you have learnt	At the end of the learner guide, there is a list of what you have learnt. You can use this to check if you are ready for the final assessment.

Example: Using fractions at work

Here are some examples of situations where you may need to use fractions at work.



Café

Measuring ingredients to make a cake, e.g. $\frac{1}{2}$ cup of sugar



Deli

Weighing the food for a customer, e.g. $\frac{1}{2}$ a kilogram of ham.



Hardware

Calculating the cost of the deposit, e.g. $\frac{1}{4}$ of the total cost

On the order form for paint, the GST is shown as a percentage, 10%. The GST has been calculated by dividing the subtotal by 10%. This amount is then added to the subtotal to calculate the total cost of the order.

Statewide Paints					
506 Bay Street, Pearl Bay, NSW 8990 Telephone number: (02) 9035 5589					
Customer name: Henry's Hardware			Date: 17 February 2020		
Mailing address: 15 Short Street Small Town NSW 2997			Delivery address: 15 Short Street Small Town NSW 2997		
Telephone number: (02) 9001 2345					
Item code	Description	Size	Quantity	Unit price	Total
P889	Yellow paint	0.5L	50	\$ 12.50	\$625.00
P778	White paint	4 L	50	\$ 60.00	\$3000.00
P668	Green paint	0.5L	25	\$ 12.50	\$312.50
P278	Black paint	4 L	25	\$ 60.00	\$1500.00
B1470	Paintbrush	Large	100	\$ 16.00	\$1600.00
B790	Paintbrush	Medium	75	\$ 12.25	\$918.75
B5988	Paintbrush	Small	100	\$ 7.00	\$700.00
Comments: Free shipping on orders over \$750.00				Subtotal	\$8656.25
				10% GST	\$865.63
				Shipping cost	n/a
				Order total	\$9521.88
Payment details A deposit of ¼ of the total price is required before an order is placed.					
<input type="checkbox"/> Master card <input type="checkbox"/> VISA	Card number: □□□□□□□□□□□□□□□□ <div>Month / Year</div> Expiry date: □□ / □□ □□ / □□ Cardholder: Signature: Card security code: □□□				



Day 2

On your second day of working at Henry's Hardware, Henry talks to you about the calculations you may need to do at work. When a customer needs a product, they may not know how much of it they need, so they will bring in measurements. For example, Mrs Adams has just had a fence built and now wants to paint it. She brings in the measurements for how long and how tall her fence is. You may need to work out how much paint she needs based on these measurements.

Henry shows you where the calculator is, so you can use it to work out how much paint Mrs Adams needs for her job.




Henry explains that you will then use the cash register to work out how much the customer needs to pay. He also explains it is a good idea to estimate how much the customer will need to pay in case you enter the wrong amount into the cash register.

Subtraction

Subtraction is the mathematical operation used to take one number away from another, or to work out the difference between two numbers.

For example, a customer wants to buy a paintbrush that costs \$8. The customer gives you a \$20 note. To work out how much change you need to give the customer, you need to subtract \$8 from \$20:

\$20 – \$8 = \$12

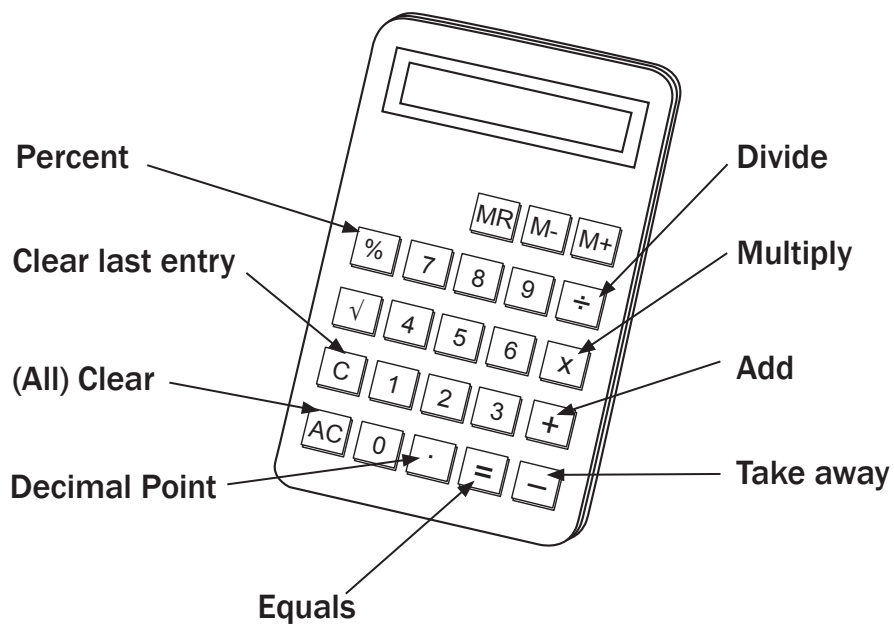
<div>\$20 (The amount the customer gives you)</div> <div></div>	<div>–</div>	<div>\$8 (The amount the customer owes)</div> <div></div>	<div>=</div>	<div>\$12 (The change you need to give back to the customer)</div> <div></div>
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Note: Subtraction is the opposite of addition.
For example, if 7 + 8 = 15, then 15 – 8 = 7.

Using a calculator

A calculator is a useful tool because it does calculations quickly and accurately. When using a calculator, make sure you know how to use one properly.

Below is a picture of a calculator showing the most common buttons.



What has happened on Day 2

On your second day of work at Henry's Hardware, you have learned about:

- Solving numerical problems
- Understanding mathematical language
- Doing calculations
- Estimating
- Checking answers
- Communicating numerical information

What you have learned

Well done. Since working at Henry's Hardware, you have learned about:

- Using numbers at work
- Whole numbers
- Fractions
- Place value
- Decimals
- Percentages
- Solving numerical problems
- Understanding mathematical language
- Doing calculations
- Estimating
- Checking answers
- Communicating numerical information

You are now ready for the final assessment.