
Please complete this form with your details.

Learner to complete:

Your details	
Name:	
Contact number:	
Email:	
Start date:	

If you are working, write the following information:

Place of work	
Company name:	
Address:	
Postal address (if different):	
Workplace supervisor name:	
Phone number:	
Fax:	
Email:	

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Before you begin

This learner guide is based on the unit of competency
FSKNUM03 Use whole numbers and money up to one thousand 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 cannot understand it, 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 . 
Checkpoints	Checkpoints help you make sure you understand what you have read. Your trainer will tell you which activities to do.
What you have learned	At the end of the learner guide, there is a list of what you have learned. You can use this to check you are ready for the final assessment.
Final assessment	Your assessor may ask you to do the final assessment tasks. The assessment tasks allow you to show the assessor what you have learned.

Your story

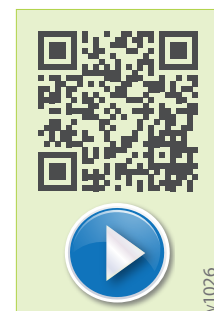
Today is your first day working at the Grey House Café. The Grey House Café sells coffee and tea. They also sell milkshakes and fruit juices.

Your job is to make drinks, to take money from the customers and return money to them if they have given you too much.

Items are delivered at the Grey House Café. Items are the things you use to make the drinks, such as coffee, tea, milk, fruit and ice-cream.

Your job is also to check the invoice that comes with a delivery. An invoice is a form that is on the packing box. It has the number of items that are delivered and how much they cost.

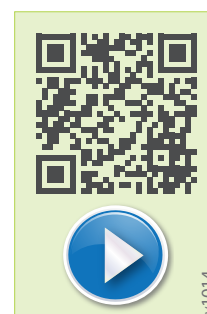
Your manager, Jack, explains what your tasks are. Tasks are the things you do, to do your job.



Day 1

On your first day working at the Grey House Café, the manager Jack has asked you to take drink orders. An order is what the customer tells you they want to drink.

For example, if the customer says they would like a white coffee and a milkshake, that is their order.



Taking orders

The drinks that customers can buy are on a list called a menu.

When you take an order, you record the number of each drink they want.

A menu also shows how much money each drink costs. The bigger the number, the more money the customer needs to pay.

When the customer reads the menu, they can see how much each drink costs.

The symbol '\$' means the word '**dollar**'. When you read \$ on the menu, it means that the number beside it is a 'dollar'.

For example, on the menu milkshakes have \$ beside the number 4. This means the price of a milkshake is 4 dollars.



The second drink you need to make is a white coffee. You fill the cup half full with coffee. Then you fill the cup up with hot milk. This means the cup has 2 halves; one half is coffee and one half is milk.

The two halves make a white coffee.

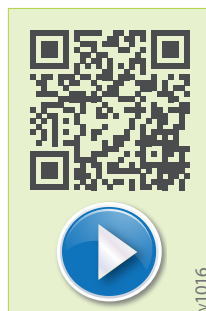
Half a cup of coffee



Half a cup of hot milk



1 cup of white coffee



Price

The cost of an item is called the price. This is how much money the customer needs to pay you for the drink.

On the menu, the price of one cup of tea is \$2.

This means the tea costs 2 dollars. The customer needs to pay you 2 dollars for one cup of tea.

The price of one glass of fruit juice is \$5.

This means the fruit juice costs 5 dollars. The customer needs to give you 5 dollars for one glass of juice.

Tea: \$2



Fruit juice: \$5

Orange

Pineapple

Carrot

Apple and mango



Dearer and cheaper

The bigger a number, the more money a customer needs to pay you.

If a number is bigger, it means that the drink costs more to buy.

If a number is smaller, it means that the drink costs less to buy.

You can also compare the cost of an item using the words 'dearer' or 'cheaper':

- 'Dearer' means the drink costs more money because the number is bigger.
- 'Cheaper' means the drink costs less money because the number is smaller.

For example:

The fruit juice has a bigger number than the tea, so the fruit juice is dearer than the tea.

This is because 5 is bigger than 2.

The tea has a smaller number than the juice, so the tea is cheaper.

This is because 2 is smaller than 5.

What has happened on Day 1

On your first day working at the Grey House Café, you have learned that:

- the \$ symbol means the word 'dollar'
- two halves make one whole
- odd numbers end in 1, 3, 5, 7 or 9
- even numbers end in 2, 4, 6, 8 or 10
- the cost of an item is called the price
- a price with bigger numbers is dearer than one with smaller numbers
- a price with smaller numbers is cheaper than one with bigger numbers.

Checkpoint: Day 1

Refer to the menu on the left to answer the following questions.

1. A customer comes into the Grey House Café. They order:

- one white coffee
- one chocolate milkshake
- one carrot juice.

a) What is the price of one white coffee?

b) What is the price of one chocolate milkshake?

2. Place a tick ✓ in the box beside the numbers that are even numbers.

☐ 2

☐ 7

☐ 4

☐ 10

☐ 5

3. How many halves are in a whole drink?

4. Place a tick ✓ in the box beside the numbers that are odd numbers.

☐ 7

☐ 6

☐ 9

☐ 3

☐ 2

What you have learned

Well done. Since you have worked in the Grey House Café, you have learned that:

- the \$ symbol means the word ‘dollar’
- two halves make one whole
- odd numbers end in 1, 3, 5, 7 or 9
- even numbers end in 2, 4, 6, 8 or 10
- the cost of an item is called the price
- a price with a bigger number is dearer than one with a smaller number
- a price with a smaller number is cheaper than one with a bigger number.

You have also learned about:

- adding a zero after a number
- knowing the value of a note
- knowing the value of a coin
- knowing which note or coin is bigger in value
- adding simple numbers
- adding big numbers
- giving change to a customer
- how to count money in number groups:
 - \$1 coins
 - \$2 coins
 - \$5, \$10, \$20, \$50 and \$100 dollar notes
- the difference between addition and subtraction
- what subtraction means
- the importance of checking your work
- how to check numbers on an invoice.

You are now ready for the Final Assessment.

Final assessment

How to work through this final assessment

This final assessment is for the unit *FSKNUM03 Use whole numbers and money up to one thousand for work*, Release 1.

An assessor will look at the tasks you complete and decide if you are competent for this unit. Your assessor may be your trainer or your workplace supervisor.

This assessment has six sections.

Section	Explanation
1. Assessment information	This section has information about who the assessment is for and the aims of the final assessment.
2. Are you ready for assessment?	This section is for you to check that you are ready to do the assessment.
3. Final assessment overview	This section explains the assessment tasks you will do.
4. Assessment plan	You will complete a form with your assessor. Your assessor will talk to you about the assessment tasks. You will need to sign the form to say that you have understood what has been discussed.
5. Final assessment tasks	This section has the tasks for you to do.
6. Record of outcome	Your assessor will use the work that you do to make a decision on your competence. They will discuss your work to give you feedback and tell you about their decision.

Question 4: How many halves are in a whole?**Answer:**

Marking: ☐ Satisfactory ☐ Unsatisfactory**Question 5:** What word describes what you are doing when you are putting something with what you already have?**Answer:**

Marking: ☐ Satisfactory ☐ Unsatisfactory**Question 6:** What are you doing when you take something away from what you already have?**Answer:**

Marking: ☐ Satisfactory ☐ Unsatisfactory

Question 7: You have a \$10 note and a \$100 note. How much bigger is the \$100 note than the \$10 note?

Answer:

Marking: ☐ Satisfactory ☐ Unsatisfactory

Question 8: What symbol means that a number is a dollar?

Answer:

Marking: ☐ Satisfactory ☐ Unsatisfactory

Question 9: Fruit juice was delivered today. How will you check to make sure the amount of juice delivered is the correct amount?

Answer:

Marking: ☐ Satisfactory ☐ Unsatisfactory

Solutions to Checkpoints

Checkpoint: Day 1

1. The learner should have answered:
 - a) 3 dollars or \$3.
 - b) 4 dollars or \$4.
2. The learner should have placed ticks as follows:
 - ☒ 2
 - ☐ 7
 - ☒ 4
 - ☒ 10
 - ☐ 5
3. The learner should have answered '2' halves.
4. The learner should have placed ticks as follows:
 - ☒ 7
 - ☐ 6
 - ☒ 9
 - ☒ 3
 - ☐ 2
5. The learner should have answered 'The juice is dearer because the number is higher'.
6. The learner should have answered with the \$ symbol.