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# Before you begin

This learner guide is based on the unit of competency  
*FSKNUM08 Identify and 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 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: <a href="http://www.aspirelr.com.au/help">www.aspirelr.com.au/help</a> . 
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.

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## Your story

Today is your first day working at Henry's Hardware. Henry is your supervisor and the owner of the business. Henry's Hardware has a shop where customers come to buy items and a warehouse where items are stored. The items in the shop and the warehouse are called stock.

The warehouse is where Henry keeps extra stock. There are many different types of stock, such as timber, paint, brushes, nails, wire and tools.

Sometimes Henry delivers stock to his customers. Customers are the people who buy things from Henry's Hardware. The store also offers a gardening and odd-job service to customers.

At Henry's Hardware you will:

- accept stock when it is delivered
- put stock away in the warehouse or on the shop shelves
- order stock
- serve customers in the shop.

Henry explains your tasks. Tasks are the things you do, to do your job.

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## Day 1

On your first day working at Henry's Hardware, Henry shows you the warehouse and the shop where you will work. The warehouse stores the large amounts of the items that are sold in the shop.

The warehouse is also where stock is delivered from the supplier. The supplier is the company that Henry orders the stock from.

Henry tells you that when you work in the warehouse, you will accept deliveries from the supplier. When you accept the deliveries, you need to check that the amount of stock that has been delivered to Henry's Hardware is what was ordered.

Henry tells you that you will also work in the shop. When you work in the shop, you will help customers. Customers are the people who buy the items that are sold in Henry's Hardware.

Your job is to help the customers find the items they want to buy, and use the cash register when customers pay for the items.



## Catalogues

Some workplaces have catalogues. A catalogue is a list of things or items. The information in a catalogue is organised in a way so things can be found easily.

At Henry's Hardware, Henry uses a catalogue if a customer wants to buy something that is not in the store. Henry finds the item in the supplier's catalogue and orders it for the customer. Henry explains that you will need to use the catalogue if customers need something ordered.

The information in a supplier's catalogue may include:

- the items they supply
- how much the items cost
- how much it will cost to have the items delivered.

You need to read numbers in a catalogue to:

- read the cost of items you want to order
- read the amount of money delivery costs
- contact the supplier by telephone.

### Statewide Paints

**Company name:** Statewide Paints

**City:** Pearl Bay, New South Wales

**Ph:** (02) 9035 5589

**Email:** orders@statewidepaints.com.au

**Web:** www.statewidepaints.com.au

## Example: a catalogue order form

This example shows the different places where numbers are used in a catalogue order form at Henry's Hardware. You need to read numbers so you can check the order before you send it to the supplier, Statewide Paints.

Statewide Paints					
506 Bay Street, Pearl Bay, NSW 8990 Telephone number: (02) 9035 5589					
<b>Customer name:</b> Henry's Hardware			<b>Date:</b> 17 September 2015		
<b>Mailing address:</b> 15 Short Street Small Town NSW 2997			<b>Delivery address:</b> 15 Short Street Small Town NSW 2997		
<b>Telephone number:</b> (02) 9001 2345					
Item code	Description	Size	Quantity	Unit price	Total
P889	Yellow paint	4 L	50	\$ 60.00	\$3000.00
P778	White paint	4 L	50	\$ 60.00	\$3000.00
P668	Green paint	4 L	25	\$ 60.00	\$1500.00
P278	Black paint	4 L	25	\$ 60.00	\$1500.00
B1470	Paintbrush	Large	100	\$ 16.00	\$1600.00
B790	Paintbrush	Medium	100	\$ 12.00	\$1200.00
B5988	Paintbrush	Small	100	\$ 7.00	\$700.00
<b>Comments:</b> Free shipping on orders over \$750.00				Subtotal	\$12500.00
				10% GST	\$1250.00
				Shipping cost	n/a
				<b>Order total</b>	<b>\$13750.00</b>
<b>Payment details</b>					
<input type="checkbox"/> Master card <input type="checkbox"/> VISA		Card number: □□□□□□□□□□□□□□□□ Month / Year Expiry date: □□ / □□    □□ / □□ Cardholder: _____ Signature: _____ Card security code: □□□			

## What the information means

This is what the information on a catalogue order form means.

Word	What it means
Customer name	This is the name of the person or company the order is for.
Date	The date the order was made.
Address	This is the address of the person or company the order is for.
Delivery address	If the delivery address is different from the mailing address, the delivery address needs to go here.
Telephone number	This is the telephone number of the person or company the order is for.
Item code	A group of numbers or letters that relate to the item being ordered.
Description	What the item is.
Size	Size of the item.
Quantity	The number of items being ordered.
Unit price	How much each item costs.
Total	The total (sum) cost of each item ordered.
Subtotal	How much the order costs before GST and shipping costs are added.



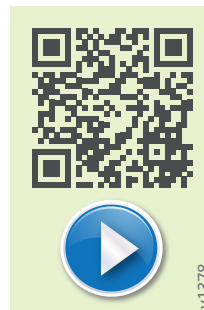
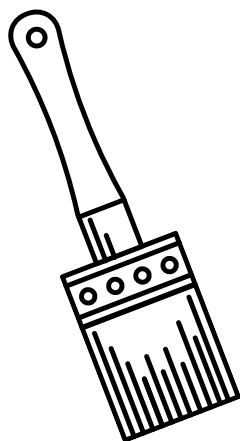
## Reading numbers when doing a task

Workplace tasks are the jobs that are done at work. Depending on where you work and what your tasks are, you may use numbers to complete a task.

If you work in a clothing store, your task may be to hang clothes up so they are grouped together by size or the cost of the item. You will need to read numbers to organise the clothes in the right order.

In Henry's Hardware Store you need to read numbers when:

- a customer asks for 4 litres of paint
- putting stock on the shelves according to size or quantity
- a customer asks how much an item, such as a paintbrush, costs.



## Example: using decimals

Here are examples of situations where you will read decimals when completing work tasks.

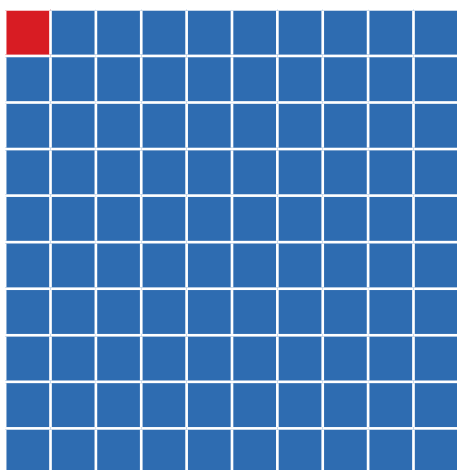
Situation	Work task
Office or warehouse	Weigh a parcel to send to a customer. 
Daycare centre	Take a child's temperature at a daycare centre. 
Shop	Give change back to a customer when they buy an item. 

## Percentages

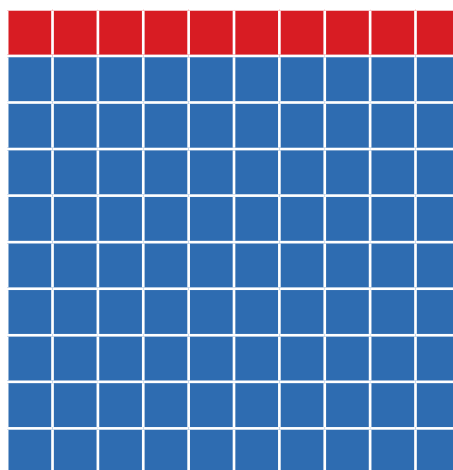
Percentages are based on the number 100. If the % symbol is after a number, it means that number is a part of 100. For example:

- 25% is 25 parts of 100
- 50% is 50 parts of 100
- 75% is 75 parts of 100
- 100% is all the parts of 100.

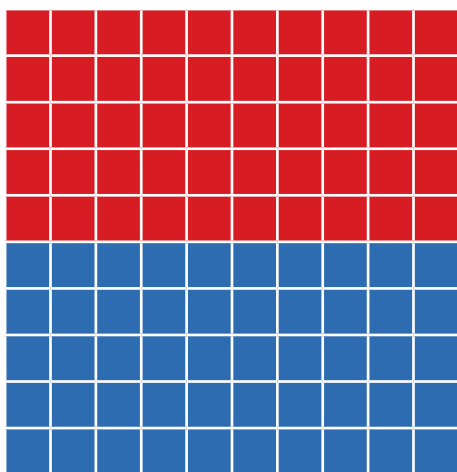
This is what 1% of 100 looks like.



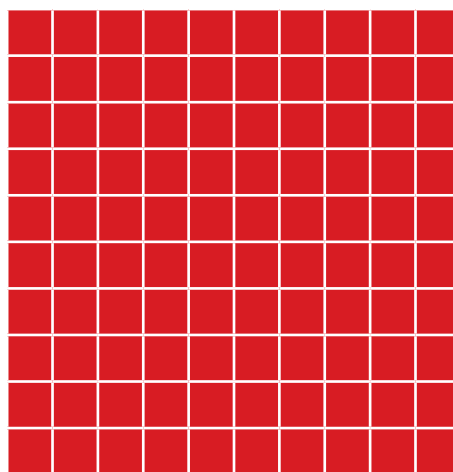
This is what 10% of 100 looks like



This is what 50% of 100 looks like.



This is what 100% of 100 looks like.



## Example: using percentages




Here are some examples of how you will use percentages when completing work tasks.

Situation	Work task
Shop	<p>Tell a customer how much an item costs when there is a sale.</p> 
Office	<p>Write a sales report showing the amount of sales.</p> 
Plumber	<p>Work out the amount of GST that needs to be added to a customer's bill.</p> 

## Understanding the order of numbers

Understanding the order of numbers will help you do everyday tasks.

Here are some examples.

Task	Information	Example
Reading price tags	<p>If the price has 2 digits, you know the price is under \$100.</p> <p>If the price has 3 digits, you know that the price is over \$100.</p>	 <p>This price is under \$100 because it has 2 digits.</p>
Finding the right size of shoes or clothing	<p>If the size has 1 digit, the size is smaller than a size with 2 digits.</p>	 <p>The shoes on the top shelf are larger than those on the bottom shelf, as the shoe size has 2 digits.</p>
Paying for an item	<p>If the price of an item has 1 digit, it costs less than \$10.00.</p> <p>If the price of an item has 2 digits, it costs more than \$10.00.</p>	 <p>You can use these coins to pay for an item \$10.00 or under.</p>

## What has happened on Day 1

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

- reading numbers in documents
- reading numbers when doing a task
- using money
- putting numbers in order.

## Checkpoint: Day 1

Read the question. Place a tick ✓ in the box in front of the correct answer.

- Below is a part of a catalogue order form. Read the numbers.  
Which numbers have a place value in the thousands (1000s)?

- ☐ P889
- ☐ 1500
- ☐ 13700
- ☐ B790

Item code	Description	Size	Quantity	Unit price	Total
P889	Yellow paint	4 L	50	\$ 60.00	\$3000.00
P778	White paint	4 L	50	\$ 60.00	\$3000.00
P668	Green paint	4 L	25	\$ 60.00	\$1500.00
P278	Black paint	4 L	25	\$ 60.00	\$1500.00
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B790	Paintbrush	Medium	100	\$ 12.00	\$1200.00
B5988	Paintbrush	Small	100	\$ 7.00	\$700.00
<b>Comments:</b> Free shipping on orders over \$750.00				Subtotal	\$1250.00
					\$12500.00
				10% GST	\$1250
				Shipping cost	n/a
				Order total	\$ 13750.00

2. Look at the image. What fraction do the pieces represent?

☐  $\frac{3}{4}$ ☐  $\frac{1}{2}$ ☐  $\frac{1}{4}$ ☐ 1

3. Which numbers are whole numbers?

☐ 17☐ 3.9☐ 339.0☐ 71

4. Which number has the biggest place value?

☐ Tens☐ Thousands☐ Hundreds☐ Ones

5. How many zeros should you add to a number to make it 100 times bigger?

☐ None☐ 00 (2 zeros)☐ 000 (3 zeros)☐ 0000 (4 zeros)

6. Which numbers are ordered from smallest to largest?

☐ 665, 545, 299, 800☐ 1000, 3800, 5998, 9999☐ 67, 35, 20, 101☐ 446, 321, 56, 5000



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# Final assessment

## How to work through this final assessment

This final assessment is for the unit *FSKNUM08 Identify and use whole numbers and simple fractions, decimals and percentages 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.

## Are you ready for assessment?

Make sure you are ready to begin the final assessment.

Complete the following checklist.

This is to review what you have learned. It will also show if you are ready to do the assessment.

Talk to your supervisor if you are not ready to do the assessment.

### Key outcomes

- ☐ I can read and name whole numbers into the thousands in workplace documents and tasks.
- ☐ I understand simple fractions, decimals and percentages.
- ☐ I can organise numbers from smallest to largest.
- ☐ I can find numerical information and work out how to solve a problem.
- ☐ I can do calculations using 4 operations.
- ☐ I can explain links between operations.
- ☐ I can make estimations to check results.
- ☐ I can record numerical information.
- ☐ I can communicate the result of a task using informal and formal language.
- ☐ I can communicate the result of a task using symbolism.

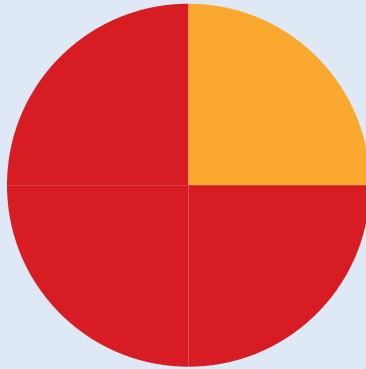
## Final assessment tasks

### Part A – Questioning

<b>Purpose</b>	You will demonstrate a sound knowledge of the unit requirements in your responses.
<b>Instructions to the learner</b>	<p>All questions must be answered satisfactorily for Part A to be completed satisfactorily.</p> <p>There is no limit to the length of your responses. There is no time limit to completing the assessment.</p> <p>You may ask your assessor for advice and support.</p> <p>For all questions, place a tick ✓ in the box in front of the correct answer.</p>
<b>Resources required</b>	The question responses section below and a calculator are the only resources required for this questioning assessment to be completed.
<b>Reasonable adjustment</b>	If you do not wish to respond to the questions in writing, discuss using verbal responses with your assessor.

**Question 1:**

What fraction the does the yellow part represent in the following diagram?

**Answer:**

- ☐ 1/3
- ☐ 3/4
- ☐ 1/4

**Marking:**☐ Satisfactory☐ Unsatisfactory**Question 2:**

In the number \$43.45, which numbers are the decimal numbers?

**Answer:**

- ☐ 43.
- ☐ .45
- ☐ 3.4

**Marking:**☐ Satisfactory☐ Unsatisfactory