

## KEY SKILLS

# Application of number Level 1

The key skills are the skills which are most commonly needed to succeed in a range of activities – at work, in education and training and in everyday life. In developing the key skill of application of number, you will learn to use and adapt your number skills confidently and effectively in a range of settings and contexts.

### Progression

The key skills qualifications are designed to enable you to progress at your own pace. They build on the adult numeracy standards, which provide further detail of the skills needed to achieve the application of number key skill at levels 1 and 2. Each level of the key skill above level 1 incorporates and builds on the previous ones. The key skills qualifications not only recognise your current capabilities, they also require you to identify how you can further improve your skills to meet new demands at higher levels.

#### Part **A**

##### **YOU NEED TO KNOW HOW TO**

This section tells you about the techniques and knowledge associated with each key skill. It tells you what you need to learn and practise to feel confident about applying number skills in your studies, work or other aspects of your life.

#### Part **B**

##### **YOU MUST**

This section builds on Part A and describes the application of skills. It describes the skills you must show. All your work for this section will be assessed. You must have evidence that you can do all the things listed in the bullet points.

***To achieve application of number at level 1, you must be able to apply your number skills to suit different purposes. You will show that you can:***

- interpret information from two sources
- carry out and check calculations
- interpret the results of your calculations and present your findings.

# Part A

## YOU NEED TO KNOW HOW TO:

### *Interpret information*

- read and understand tables, charts, graphs and diagrams
- read and understand numbers used in different ways (eg large numbers in figures or words, simple fractions, decimals, percentages)
- read scales on familiar measuring equipment (eg watch, tape measure, measuring jug, weighing scales, thermometer) using everyday units (eg minutes, millimetres, litres, grams, degrees)
- make accurate observations (eg count number of people or items)
- identify suitable calculations to get the results you need for your task.

### *Carry out calculations*

- add and subtract, with whole numbers and simple decimals with or without a calculator (eg using money or length)
- work to the level of accuracy you have been told to use (eg round to the nearest whole unit, nearest 10, two decimal places)
- multiply and divide a simple decimal by a whole number with and without a calculator (eg using money or length)
- understand and find simple fractions and percentages (eg  $\frac{2}{3}$  of £15 is £10, 75% of 400 is 300)
- work out areas of rectangular spaces (eg floor area)
- work out volumes of rectangular-based shapes (eg a box)
- use scales on diagrams such as 20mm to 1m (eg finding distances from maps)
- use ratios and proportion (eg three parts to one part)
- find the average (mean) of up to 10 items (eg temperatures, prices, time)
- find the range for up to 10 items (eg temperature range from highest to lowest was 16°C)
- make sure your answers make sense and use different methods to check your calculations (eg estimate to reject impossible answers, check a subtraction by 'adding back').

### *Interpret results and present your findings*

- use suitable ways of presenting information, including a chart or diagram
- use the correct units (eg for area, volume, weight, time, temperature)
- label your work correctly (eg use a title or key)
- describe what your results tell you.

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# Part B

## YOU MUST:

*Evidence must show you can:*

### **N1.1**

Interpret information from **two** different sources.

At least **one** source must include a table, chart, graph or diagram.

**1.1.1** obtain the information you need to meet the purpose of your task

**1.1.2** identify suitable calculations to get the results you need.

### **N1.2**

Carry out and check calculations to do with:

- a. amounts or sizes
- b. scales or proportion
- c. handling statistics.

**1.2.1** carry out calculations to the levels of accuracy you have been given

**1.2.2** check your results make sense.

### **N1.3**

Interpret the results of your calculations and present your findings—in two different ways using charts or diagrams.

**1.3.1** choose suitable ways to present your findings

**1.3.2** use more than one way of presenting your findings

**1.3.3** present your findings clearly using a chart or diagram

**1.3.4** describe what your results tell you.

# EXAMPLES AND GUIDANCE

*The following gives further guidance and examples of the techniques and knowledge in Part A.*

## INTERPRET INFORMATION

Read and understand tables, charts, graphs and diagrams, work with large numbers, simple fractions, decimals, percentages.

Measure and weigh using measuring equipment using everyday units including millimetres, litres, grams, degrees.

## CARRY OUT CALCULATIONS

Add and subtract, using money or length.

Multiply, divide using percentages such as 75% of 400.

Work out areas such as the area of a floor.

Use ratios, proportions, work out averages.

## INTERPRET RESULTS AND PRESENT FINDINGS

Use charts, graphs diagrams to present information using correct labelling

Describe what your results show.

For further examples and guidance on the key skills standards please refer to *The Key Skills Standards and Guidance* (order ref: QCA/04/1272). The adult numeracy standards also provide help and guidance for preparing candidates for the application of number key skill at levels 1 and 2.

## Help with producing evidence

If producing certain types of evidence is difficult for you because of a disability or for another reason, please discuss this with your tutor or supervisor. It may be possible for you to produce evidence using alternative methods. Depending on the skill and level, these may include use of a scribe (amanuensis); Braille, voice activated software and British Sign Language. Detailed guidance is available in the document *Basic and Key Skills: Guidance for candidates with Particular Requirements* published by the Joint Council for Qualifications. This is available from your key skills awarding body.

Please ask your tutor or supervisor for further guidance.

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