

<b>Training Package</b>	Tourism, Hospitality and Events (SIT07) / Transport and Logistics (TLI07)	<b>HSC Requirements and Advice</b>
<b>Unit title</b>	<b>Carry out basic workplace calculations</b>	
<b>Unit code</b>	<b>Competency field</b>	<b>HSC Indicative Hours</b>
<b>TLIE507C</b>	E – Communication and Calculation	<b>5</b>

<b>Unit descriptor</b>	This unit involves the skills and knowledge required to carry out basic routine workplace calculations, including carrying out required mathematical operations, preparing basic estimates of mass, size and volume, and interpreting basic graphical representations of mathematical information. It includes calculations for routine industry-related tasks using manual and electronic processes. It specifically includes the skills and knowledge needed to estimate/calculate manual load shifting requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.
<b>Application of the unit</b>	Calculations are carried out as an integral part of routine work in the context of the workplace concerned. Work is performed under some supervision, generally within a team environment. Work involves the application of established mathematical principles and techniques in day-to-day work activities.
<b>Employability skills</b>	This unit contains employability skills.

### Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for this Training Package.

<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<b>Context of and specific resources for assessment</b>	<b>Methods of assessment</b>
<p>The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:</p> <ul style="list-style-type: none"> <li>the underpinning knowledge and skills</li> <li>relevant legislation and workplace procedures</li> <li>other relevant aspects of the range statement</li> </ul>	<p>Assessment <b>must</b> ensure:</p> <p>Performance is demonstrated consistently over a period of time and in a suitable range of contexts.</p> <p>Resources for assessment include:</p> <ul style="list-style-type: none"> <li>a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or</li> <li>access to an appropriate range of relevant operational situations in the workplace.</li> </ul> <p>In both real and simulated environments, access is required to:</p> <ul style="list-style-type: none"> <li>relevant and appropriate materials and/or equipment, and/or</li> <li>applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.</li> </ul>	<p>Assessment of this unit must be undertaken by a registered training organisation.</p> <p>As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests.</p> <p>Practical assessment must occur:</p> <ul style="list-style-type: none"> <li>through appropriately simulated activities at the registered training organisation, and/or</li> </ul> <p>in an appropriate range of situations in the workplace project to research visitor information for the organisation or local area.</p>

## Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills **must** be assessed as part of this unit:

- relevant procedures and duty of care requirements
- relevant OH&S responsibilities
- basic mathematical operations and techniques
- ways of representing basic mathematical information
- procedures for identifying and using relevant workplace technology when carrying out workplace calculations
- typical mathematical problems and appropriate action and solutions.

The following knowledge **must** be assessed as part of this unit:

- communicate effectively with others when carrying out basic workplace calculations
- read and interpret instructions, procedures and information relevant to basic workplace calculations
- interpret and follow operational instructions and prioritise work
- complete documentation related to work activities
- operate electronic communication equipment to required protocol
- work collaboratively with others when carrying out basic workplace calculations
- adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- promptly report and/or rectify any identified problems that may arise when carrying out basic workplace calculations
- monitor work activities in terms of planned schedule
- modify activities depending on differing operational contingencies and environments
- work systematically with required attention to detail
- operate and adapt to differences in equipment in accordance with standard operating procedures.

Element	Performance Criteria	Range Statement
1 Carry out calculations.	1.1 Items are counted singly and in batches and sorted numerically, as required in workplace tasks.	The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.
	1.2 Calculations needed to complete work tasks are performed using the four basic processes of addition, subtraction, multiplication and division.	Calculations will be those involved in: <ul style="list-style-type: none"> <li>• basic routine work functions</li> <li>• may occur by day or night and in a variety of work contexts.</li> </ul> Calculations may involve:
	1.3 Calculations involving fractions, percentages and mixed numbers, and using the four basic processes, are performed as required to complete workplace tasks.	<ul style="list-style-type: none"> <li>• money</li> <li>• volume</li> <li>• weight</li> <li>• time</li> <li>• length and distance</li> </ul>
	1.4 The functions of a calculator, numeric keypad or computer are used to perform workplace tasks.	<ul style="list-style-type: none"> <li>• area</li> <li>• perimeter.</li> </ul> Mathematical operations may include:
	1.5 Numerical information is self-checked and corrected for accuracy.	<ul style="list-style-type: none"> <li>• multiplication</li> <li>• division</li> <li>• addition</li> <li>• subtraction</li> <li>• percentages</li> <li>• fractions.</li> </ul>
2 Prepare estimates.	2.1 Quantities of materials and resources required to complete a work task are estimated.	Consultative processes may include:
	2.2 The time needed to complete a work activity is estimated.	<ul style="list-style-type: none"> <li>• staff members</li> <li>• management</li> <li>• union representatives</li> </ul>
	2.3 Accurate estimates for work completion are made.	<ul style="list-style-type: none"> <li>• industrial relations, Occupational Health and Safety</li> <li>• specialists</li> <li>• other professional or technical staff.</li> </ul>
3 Interpret graphical representations of mathematical information.	3.1 Information represented in symbols, diagrams and pictorial representations is recognised, interpreted and acted upon in workplace tasks.	Depending on the type of organisation concerned and the local terminology used, workplace procedures may include: <ul style="list-style-type: none"> <li>• company procedures</li> <li>• enterprise procedures</li> <li>• organisational procedures</li> <li>• established procedures.</li> </ul> Calculations may involve the basic use of a range of technology including: <ul style="list-style-type: none"> <li>• manual techniques</li> <li>• calculator</li> </ul>

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> <li>• computer.</li> </ul> <p>Information/documentation may include:</p> <ul style="list-style-type: none"> <li>• workplace procedures, checklists and instructions</li> <li>• goods identification numbers and codes</li> <li>• manifests, bar codes, goods and container identification</li> <li>• manufacturers specifications</li> <li>• workplace policies</li> <li>• supplier and/or client instructions</li> <li>• material safety data sheets</li> <li>• relevant codes of practice including the national standards for manual handling and the industry safety code</li> <li>• award, enterprise bargaining agreement, other industrial arrangements</li> <li>• standards and certification requirements</li> <li>• quality assurance procedures.</li> </ul> <p>Applicable regulations and legislation may include:</p> <ul style="list-style-type: none"> <li>• relevant regulations, standards and codes of practice, including the national standards for manual handling and industry safety codes</li> <li>• dangerous goods and freight regulations and codes</li> <li>• relevant Australian and state/territory OH&amp;S legislation.</li> </ul>