

## Basic Skills – Numeracy

Lots of people missed out on getting a maths qualification at school and the nationally recognised Certificate in Adult Numeracy is a great way to show employers that you have the maths skills they're looking for.

Brushing up on your maths skills will help you to:

- Calculate sums at work
- Keep on top of your household budget
- Work out deals while you're shopping
- Measure accurately for DIY projects

We'll help you gain the essential skills you need to solve number problems easily at home and at work and get a qualification too.

### Is this qualification right for you?

The courses and qualifications we offer are for learners working towards entry level 3, level 1 and level 2.

Before you start we'll check which level of qualification you should be working towards. We'll then see what skills you already have in the different areas of the qualification.

This helps us to work out which courses are right for you so you don't cover what you already know.

### How will you learn?

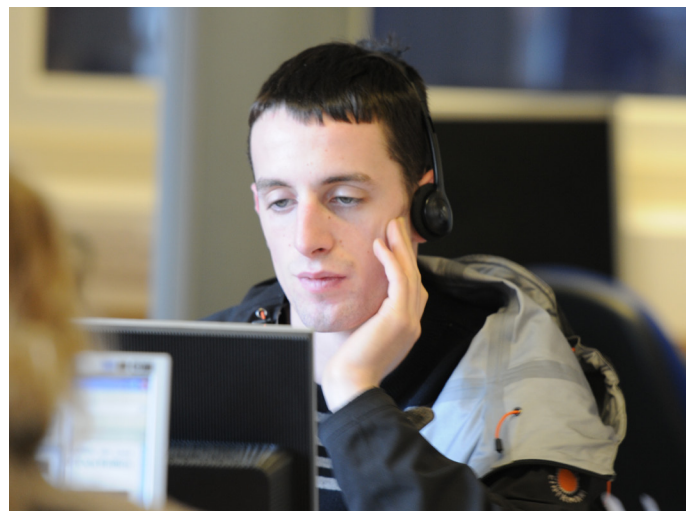
In a centre or online. At one of our Job Gym centres, you'll get face to face support from our friendly staff.

### Getting your qualification

Once you've finished all your courses, and when you feel ready you'll need to pass a short test to get your qualification. Before you take your test, we'll give you practice questions to make sure you're prepared.

### How much will it cost?

Thanks to Government funding your courses and qualification could be free. We'll confirm this with you before you start.



### What do you learn?

The qualification is made up of the following subject areas and we'll put together the right courses to suit your needs.

#### Numbers

A lack of basic maths skills can really hold you back at home and at work. This series of courses takes you back to basics by working with whole numbers - a great first step to number confidence. You'll learn:

- How to write numbers down and put them in the right order
- Simple sums like adding and subtracting
- How to understand negative numbers
- How to multiply and divide larger numbers
- What things like ratios, factors and prime numbers are

#### Shape

Whether you're planning a new kitchen or want to use space effectively when packing awkward shapes, a good understanding of space and shape will make the task easier. These courses will teach you about:

- Different types of shapes and how to identify them
- Describing where something is
- Creating a bird's eye or plan view
- How to combine these views together to create a 3D object

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### Measurements

We all need to measure things every day and these courses are full of practical tips and advice to help you measure accurately. These courses show you how to:

- Measure length, width, height and distance in metres and centimetres
- Measure weight and temperature
- Measure capacity, perimeter, area and volume
- Keep track of money and time

### Money

If you struggle to add up your shopping bill in your head or you don't know how to check your change, you could be losing money every day. This course will help you manage your money by teaching you how to:

- Recognise, count and use different coins and notes, and work out change
- Understand different types of money, payments, income and expenditure
- Understand financial records
- Understand spending, saving and budgeting and the financial risk connected to your choices
- Understand consumer rights and responsibilities and where to get advice
- Understand Income Tax, mortgages, life insurance, pension options and how to save for a child

### Fractions and Decimals

Sharing the bill in a restaurant, dividing the kids into teams at football practice, working out the cost of something that is half price - these all use parts of numbers, or fractions. These courses can help you to:

- Find a quarter or half of an amount
- Recognise, read and write fractions
- Recognise halves and quarters of shapes, objects, groups, amounts, time and costs
- Find whole amounts when you know half
- Understand how fractions are used in everyday life

### Percentages

Whether you want to offer a customer a 20% discount or check the interest rate on your credit card statement, you need confidence with percentages to make your numbers

add up. These courses help you build the skills you need to:

- Understand and use percentages
- Find simple percentage parts of whole numbers, quantities and measurements
- Identify equivalent fractions and decimals for different percentages
- Understand and work out probability in percentages
- Estimate answers to calculations and use rounding
- Know how to collect, organise and represent data
- Work out percentages using a calculator

### Handling Data

Do you want to learn how to read data from bar charts, tables or maps, or how to read information in a recipe or timetable? Then these courses help you develop skills to understand and use data. They'll show you how to:

- Read a recipe, timetables and information about the weather
- Read and use a simple spreadsheet
- Use data to plan visits, journeys and make appointments
- Use information in lists, tables, plans, diagrams, maps, charts, scales and speedometers
- Collect, record, calculate, check, sort, classify, and represent information, data and results
- Understand and calculate averages, mean, range and probability
- Calculate the probability of combined or independent events using space tables and tree diagrams to record event outcomes

**0845 543 6996**

[www.jobgym.co.uk](http://www.jobgym.co.uk)



Middleton • Chorlton • Davyhulme • Warrington  
enquiries@jobgym.co.uk  
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