

Fundamental Workplace Numeracy

1. Overview

This programme equips participants with essential mathematical skills required for effective participation in the workplace and everyday life. It focuses on developing practical numeracy competencies such as data handling, financial reasoning, measurement, and spatial understanding. Learners will apply mathematical principles to real-world situations, enabling informed decision-making and problem-solving in both personal and occupational contexts.

Designed as a foundation for further learning and career development, this programme promotes confident, critical, and practical use of mathematics across a range of life and work scenarios.

2. Programme Outcome:

- Collect, organise, analyse, and interpret data using statistical and probability techniques
- Communicate numerical information and insights clearly and critically
- Apply geometric principles and measurement concepts in two- and three-dimensional contexts
- Use mathematical reasoning to plan, analyse, and interpret personal, national, and international financial information
- Critically evaluate real-world financial decisions, including interest, loans, investments, and taxation

Qualification:

Certificate of Completion

Duration:

3-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0165

SAQA US:

9015, 9016, 7468

NQF Level:

4

Credits:

16

Entry Requirements:

Communication & Mathematical Literacy at NQF 3

Training Options:

Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(9015 US):** Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life-related problems
- **(9016 US):** Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts
- **(7468 US):** Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues

4. Topics

- Module 1: Practical Data Analysis and Probability
- Module 2: Shape, Space, and Measurement
- Module 3: Mathematics for Financial Planning and Decision-Making

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation