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Skills and Employment

# Office of Literacy and Essential Skills

## Numeracy Indicator A Guide for Employers

This tool can be used by employers to learn more about the **numeracy** skills of their employees. It gives an indication of skill levels by providing examples of Level 1 and Level 2 assessment questions. Using this tool allows employers to:

- obtain useful information about the skills employees bring to the workplace;
- identify current employees' training needs; and
- improve workplace training to target specific skill areas for improvement.

The questions duplicate actual workplace tasks performed in a variety of occupations. They do not require specialized knowledge to be answered.

### Instructions:

1. Ensure that employees read and understand the instructions prior to completing the Indicator.
2. Detach the *Correction Sheet* from the questions section.
3. Set a time limit for employees to complete the Indicator. Typically, it should take no more than 20 minutes to complete.
4. Mark the Indicator using the *Correction Sheet*, awarding one mark for each correct answer. Do not award partial marks.

### Helpful Tips:

- Employers may want to give employees the opportunity to self-administer and mark the tool.
- Use of a calculator is permitted but not required.
- Scores should always be kept confidential.
- Indicators are also available for other essential skills.
- If employees do not obtain at least a Level 2 on the Indicator, you may want to consider offering training and support to improve **numeracy** skills.





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## Numeracy Indicator A Guide for Learners

The Essential Skills Numeracy Indicator is a tool designed to help you better understand your **numeracy** skills. It consists of 10 examples of assessment questions to give you an indication of your skill level. The first 5 questions are easier (Level 1) and the next 5 are slightly more difficult (Level 2).

Essential skills levels range from Level 1 (basic) to Level 4/5 (advanced). You can use the Indicator to help identify if **numeracy** is an area where you might need some additional training. Improving your skills can help you perform your job more effectively or prepare for a career change.

The questions in the Indicator are based on actual **numeracy** tasks performed in the workplace. You do not need specialized knowledge to answer any of the questions.

Some questions require limited use of other skills. For example, you have to use **reading** skills to understand a written **numeracy** question.

### Instructions:

1. Allow yourself no more than 20 minutes to complete the Indicator.
2. Write your answers directly on the Indicator in the space provided.
3. Use of a calculator is permitted but not required.
4. If you are marking your own Indicator, use the *Correction Sheet* provided at the back. Give yourself one point for each correct answer. Do not give yourself partial marks.

### Helpful Tips:

- If you do not know the answer to a question, skip it and move on to the next question. You can always come back to it later.
- Use the Indicator to help identify areas in which you may need skills upgrading.
- Indicators are also available for other essential skills.
- If you did not achieve at least a Level 2 on the Indicator, you may want to consider upgrading your **numeracy** skills.

### **Literacy and Essential Skills—for LEARNING, WORK and LIFE**

To learn more about literacy and essential skills and other related tools, visit

[hrsdc.gc.ca/essentialskills](https://hrsdc.gc.ca/essentialskills).

# NUMERACY INDICATOR

## LEVEL 1

### Question # 1

An office uses 2 packages of paper per day.

*How many packages of paper will the office use in a 5-day work week?*

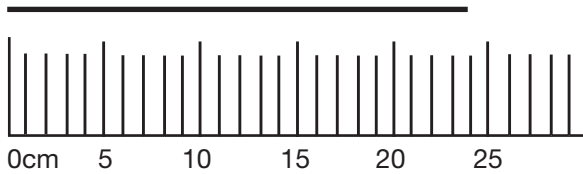
packages

### Question # 2

Look at the black line in the diagram below.

*What is the length of the line?*

cm



### Question # 3

A boilermaker is reading pressure gauges to ensure they are within a normal range.

The normal operating range for water pressure is 25 to 35 psi (pounds per square inch). If a boilermaker finds that the water pressure gauge reads 39 psi, by how much must it be reduced so the psi reading is back within the normal range (35 psi)?

psi

### Question # 4

Look at the library report on overdue books below.

*Enter Sandra Roy's total late fee in the space provided.*

Overdue Books Sandra Roy		
Book Title	Days Overdue	Late Fee
How to Paint in Watercolour	5	\$3.75
Lakes of Canada	3	\$2.25
World Travel	2	\$1.50
	Total	\$

### Question # 5

An airline sales agent has just been advised that a flight will be delayed by 2 hours. Flight DG386 was originally scheduled to arrive at 13:00.

*What is the new arrival time for Flight DG386?*

## LEVEL 2

### Question # 6

Look at the table below.

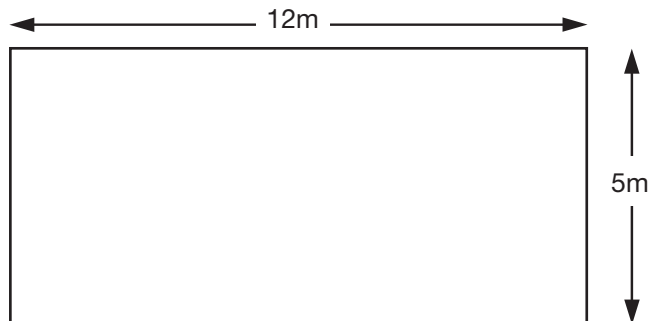
*Enter the total value of chips received by Henry Rogers in the space provided.*

Henry Rogers			
Chip Colour	Value Per Chip (\$)	Number of Chips	Total Chip Value (\$)
Red	10	20	
Black	50	4	
		TOTAL	\$

### Question # 7

Look at the diagram below.

*What is the area of the room?*

 m<sup>2</sup>

### Question # 8

A motor vehicle assembler is scheduling the ordering of car parts. The deadline for receiving the fan belts is the end of the business day on May 25.

Fan belts take 7 days to deliver, starting from the day the order is placed, up to and including the day of delivery. Delivery time does not include weekends (Saturday and Sunday).

*Circle the latest date that the motor vehicle assembler can order the fan belts on the calendar below.*

May 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Question #9

A hotel guest would like her bill using American currency. The hotel bill is \$100 Canadian. Look at the currency converter below.

*How much does the guest owe in American currency? \$*

Currency Converter	
Canadian Currency	American Currency
\$1.00	= \$0.8865

### Question # 10

Look at the vitamin information chart to the right.

*What is the price of each pill? \$*

Re-Gen Vitamin Pills	
Vitamin A (per pill)	1000 I.U.
Vitamin C (per pill)	90 mg
Vitamin D (per pill)	400 I.U.
Iron (per pill)	10 mg
Number of pills per package	60
Cost per package	\$12



## **Essential Skills:**

<b>Reading</b>	understanding materials written in sentences or paragraphs (e.g. letters, manuals)
<b>Document Use</b>	using and understanding labels, graphs, signs and other similar materials
<b>Numeracy</b>	using and understanding numbers
<b>Writing</b>	writing text or typing on a computer
<b>Oral Communication</b>	using speech to share thoughts and information
<b>Working with Others</b>	interacting with others to complete tasks
<b>Thinking</b>	reviewing information to make decisions
<b>Computer Use</b>	using computers and other technical tools (e.g. fax machine)
<b>Continuous Learning</b>	participating in an ongoing process of gaining skills and knowledge (e.g. workplace training)

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