

Essential Skills Wales

Application of Number

Levels 1 - 4

PORTFOLIO TRACKING RECORDS

ESW APPLICATION OF NUMBER - LEVEL 1

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/ audience:			

Ref.	Evidence required	Insert ✓	Page
N1.1 Understand Numerical Data	N1.1.1 Understand and describe at least one given practical problem or task that involves a range of numerical data and information.		
	N1.1.2 Agreement with an appropriate person how you will tackle the problem. Handwritten or electronic notes included.		
	N1.1.3 Obtain relevant numerical data and information from at least two sources to meet the purpose of the task. Sources must include at least one: <ul style="list-style-type: none"> • Table • Chart • Graph • Diagram Copies of source material included Clear evidence of how the data/information obtained meets the purpose of the task Details of the site(s) of observation/measurement Records of data/information obtained		
N1.2 Carry out calculations	N1.2.1 Use appropriate methods to get results and describe the methods used.		

<p>N1.2.2 Use the data and information obtained to carry out calculations relevant to the task to do with:</p> <ul style="list-style-type: none"> • Amounts or sizes • Scales or proportion • Handling statistics <p>Clear evidence of how data used meets the purpose and relevance of calculations. Evidence of checking methods, calculations and that the results make sense. Handwritten or electronic notes included.</p>		

I confirm that the details above are correct and that the evidence in the portfolio is the learner's own work. The learner has met all the evidence requirements.

Learner Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier: Signature:		Date:	

ESW APPLICATION OF NUMBER - LEVEL 2

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/audience:			

Reference	Evidence required	Insert ✓	Page Ref	
	N2.1.1 Help to identify and describe at least one practical problem or task that involves a range of numerical data and information. Handwritten or electronic notes included.			
	N2.1.2 Confirm with an appropriate person how to tackle the problem: Plan how to obtain relevant data. Plan a clear sequence of necessary tasks.			
	N2.1.3 Collect relevant numerical data and information from a range of sources to meet the purpose of your task. Sources must Include at least two: <ul style="list-style-type: none"> • Table • Chart • Graph • Diagram Copies of source material included Clear evidence of how the data/information obtained meets the purpose of the task. Details of the site/s of observation/ measurement Records of data/information obtained			
	N2.2 Carry out calculations	N2.2.1 Use appropriate methods to get results and explain the methods used.		
		N2.2.2 Use the data and information obtained to carry out calculations relevant to the task to do with: <ul style="list-style-type: none"> • Amounts or sizes • Scales or proportion • Handling statistics • Using formulae Clear evidence of how data used meets the purpose and relevance of calculations. Evidence of checking methods, calculations and that the results make sense. Evidence of comparison of data sets. Clear evidence to explain methods and levels of accuracy used. Handwritten or electronic notes included.		

Reference	Evidence required	Insert ✓	Page Ref
N2.3 Interpret results and present findings	N2.3.1 Select two different ways to present results using charts or graphs, and tables and diagrams appropriate to the audience: <ul style="list-style-type: none"> • Charts or graphs • Tables or diagrams • Explained why these are appropriate to audience When ICT is used, alternative checks have been carried out and explained.		
	N2.3.2 Effectively present and explain methods and findings. Describe and explain what the results of calculations mean in relation to the problem/tasks. Describe and explain how the findings are appropriate to the audience. Handwritten or electronic notes included.		

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ESW APPLICATION OF NUMBER - LEVEL 3

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/audience:			

Reference	Evidence required	Insert ✓	Page Ref	
N3.1 Understand Numerical Data	N3.1.1 Independently identify, analyse and accurately describe at least one practical problem or task that involves a range of numerical data and information. Handwritten or electronic notes included.			
	N3.1.2 Plan how you will tackle the problem. Plan, with detail, how to obtain relevant data and information. Evidence of a clear sequence of tasks and how the information is to be used.			
	N3.1.3 Collect relevant numerical data and information from a range of sources to meet the purpose of the task. Sources must include at least two: <ul style="list-style-type: none"> • Table • Chart • Graph • Diagram • One complex source • A large data set • Relevant data collected • Data grouped appropriately Clear evidence of how the data/information obtained meets the purpose of the task. Explain how the data was used. Copies of source material included. Details of the site/s of observation/ measurement. Records of data/information obtained.			

N3.2 Carry out calculations	N3.2.1 Choose and use appropriate methods to get results and justify the methods used. Clear evidence of independent choice of methods. Appropriateness of method explained.		
	N3.2.2 Use the data and information obtained to carry out calculations relevant to the task to do with: <ul style="list-style-type: none"> • Amounts or sizes • Scales or proportion • Handling statistics • Using formulae Clear evidence of how data used meets the purpose and relevance of calculations. Evidence of the use of grouped data. Evidence of checking methods, calculations and that the results make sense. Clear evidence to justify methods and levels of accuracy used. Handwritten or electronic notes included.		
N3.3 Interpret results and present findings	N3.3.1 Select and justify two different ways to present results using charts or graphs, and tables and diagrams appropriate to the audience: <ul style="list-style-type: none"> • Charts or graphs • Tables or diagrams • Explained why these are appropriate to the audience Handwritten or electronic notes included.		
	N3.3.2 Effectively present and explain methods and findings. Explain and justify the methods used. Describe and explain what the results of the calculations mean in relation to the problem. When ICT is used, alternative checks carried out and explained. Handwritten or electronic notes included. Evidence of appropriate response to given feedback.		

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Reference	Evidence required	Insert ✓	Page Ref.
N4.1 Developing a Strategy	N4.1.1 Develop a strategy for using number skills over an extended period of time. Written evidence including entries in an effective: <ul style="list-style-type: none"> • Personal Development Plan • Progress file • Project proposal • Methods justified • Annotated references of sources used for research • Written evidence of planning • Record of oral evidence 		
N4.2 Monitoring Progress	N4.2.1 Monitor your progress and adapt strategy, as necessary, to achieve the quality of outcomes in work involving: <ul style="list-style-type: none"> • Deductive and inferential reasoning • Algebraic modelling Reflect on progress and feedback obtained. Written notes of discussions with appropriate persons. Witness statements. Evidence of choices, reasons for choices and judgements of effectiveness. At least one draft and evidence of checking. Full references for all sources.		

N4.3 Presenting outcomes and evaluating strategy	N4.3.1 Present the outcomes of your work in written format, or an oral presentation or a combination of these: <ul style="list-style-type: none"> • Preparatory notes • Audio/visual clips • Witness statements Clearly expressed		
	N4.3.2 Evaluate the effectiveness of your strategy and identify ways to further develop your number skills. Evidence of written evaluation. Discussion as supporting evidence. <i>(audio/video)</i>		

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