



The Largest Employer Network of Apprentices & Trainees

NUMERACY FOR JOBS



A GUIDE FOR TEACHERS & STUDENTS
ON
MATHEMATICAL TOPICS
FOR
APPRENTICESHIPS AND TRAINEESHIPS

Purpose of the Numeracy for Jobs Guide

For teachers

To enable mathematics and vocational (VET) teachers to highlight numeracy skills needed for working in various jobs and to incorporate these skills into teaching and learning programs.

For students

To be used by all students in the Personal Learning Plan SACE subject to help them to identify some of the essential numeracy skills needed for their chosen jobs.

For our economy

To encourage the acknowledgement of the importance of numeracy skills to the effectiveness of the South Australian workforce.

Note:

The numeracy skills listed for any particular occupation are by no means meant to imply that they are the ONLY numeracy skills which a school leaver requires. All school leavers require a core set of numeracy skills to function effectively in life, learning and work beyond school. In South Australia this is defined as meeting the numeracy requirements of the South Australian Certificate of Education or Level 3 of the Australian Core Skills Framework.

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	Aged care worker	Child care assistant	Community worker	Disability care worker	Nursing assistant	Allied health assistant r	Health administration worker
Whole Numbers							
Add	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*
Less than one							
Fractions	*		*	*	*	*	
Decimals	*		*	*	*	*	
Percentages	*		*	*	*	*	
Ratios	*		*	*	*	*	
Exponents							
Scientific notation							
Surds							
Algebra (Basic skills)							
Add					*	*	
Subtract					*	*	
Multiply					*	*	
Divide					*	*	
Brackets					*	*	
Solving linear equations							
Substitution							
Statistics							
Graphs	*	*	*	*	*	*	*
Frequency chart	*	*	*	*	*	*	*
Mean mode median							*
Standard deviation							
Formulae							
Rearrange subject of equation							
Area							
Volume	*	*	*	*	*	*	
Compound Interest							
Pythagoras							
Trigonometry							
Geometry							
Linear measurement						*	
Parallel lines							
Shapes							
Angles						*	
Mapping and directions	*	*	*	*	*	*	*

Allied Health & Community Services

	Agricultural Mechanic	Automotive Electrician	Bicycle Mechanic	Diesel Mechanic	Forklift Mechanic	Heavy Vehicle Mechanic	Light Vehicle Mechanic	Motor Cycle Mechanic	Panel Beater	Vehicle Body Builder	Vehicle Painter	Vehicle Trimmer	Parts Interpreter
Whole Numbers													
Add	*	*	*	*	*	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*	*	*	*	*	*
Less than one													
Fractions	*	*	*	*	*	*	*	*	*	*	*	*	*
Decimals	*	*	*	*	*	*	*	*	*	*	*	*	*
Percentages	*	*	*	*	*	*	*	*	*	*	*	*	*
Ratios	*	*	*	*	*	*	*	*	*	*	*	*	*
Exponents													
Scientific notation	*	*		*	*	*	*	*					
Surds													
Algebra (Basic skills)													
Add													
Subtract													
Multiply													
Divide													
Brackets													
Solving linear equations	*	*		*	*	*	*		*	*	*	*	
Substitution													
Statistics													
Graphs	*	*		*	*	*	*						*
Frequency chart	*	*		*	*	*	*						*
Mean mode median	*	*		*	*	*	*						*
Standard deviation		*											
Formulae													
Rearrange subject of equation							*						
Area	*	*		*	*	*	*		*	*	*	*	*
Volume	*	*		*	*	*	*		*	*	*	*	*
Compound Interest													
Pythagoras													
Trigonometry													
Geometry													
Linear measurement	*	*	*	*	*							*	*
Parallel lines	*	*	*	*	*							*	*
Shapes												*	*
Angles	*		*	*	*							*	
Mapping and directions													

Automotive

	Accounts Clerk	Administrative Officer	Customer Service Representative	Data Entry Operator	Executive Officer	Health & Safety Assistant/Health & Safety Representative	Inspectors & Regulatory Officers	Legal Secretary	Logistics Clerk	Manager Information Services	Medical Records Officer	Office Administrator	Personal Assistant	Project Officer	Receptionist	School Support Officer	Secretary (General)	Travel Consultant
Whole Numbers	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Add	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Less than one																		
Fractions	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Decimals	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Percentages	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Ratios		*					*		*									
Exponents							*		*									
Scientific notation		*																
Surds																		
Algebra (Basic skills)																		
Add																		
Subtract																		
Multiply																		
Divide																		
Brackets																		
Solving linear equations																		
Substitution																		
Statistics	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Graphs	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Frequency chart		*					*		*									
Mean mode median		*					*		*									
Standard deviation							*		*									
Formulae																		
Rearrange subject of equation																		
Area																		
Volume																		
Compound Interest																		
Pythagoras																		
Trigonometry																		
Geometry																		
Linear measurement							*		*									
Parallel lines																		
Shapes																		
Angles																		
Mapping and directions							*		*									*

Business Services

	Plant Operator	Surveyor Assistant	Driller Assistant	Road Worker	Drain Layer	Rigger/ Scaffolder	Building Contractor	Steel Fixer
Whole Numbers								
Add	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*
Less than one								
Fractions		*	*	*	*		*	*
Decimals	*	*	*	*	*		*	*
Percentages	*	*		*	*		*	*
Ratios	*	*	*		*		*	
Exponents								
Scientific notation								
Surds								
Algebra (Basic skills)								
Add								
Subtract								
Multiply								
Divide								
Brackets								
Solving linear equations								
Substitution								
Statistics								
Graphs		*	*				*	
Frequency chart		*	*				*	
Mean mode median								
Standard deviation								
Formulae								
Rearrange subject of equation							*	
Area	*		*	*	*	*	*	*
Volume	*		*	*	*	*	*	
Compound Interest							*	
Pythagoras								
Trigonometry								
Geometry								
Linear measurement	*	*	*	*	*	*	*	*
Parallel lines		*			*		*	*
Shapes	*	*			*	*	*	*
Angles	*	*			*	*	*	*
Mapping and directions	*	*		*	*	*	*	*

Civil Construction

	Sign Installer	Brick Paver	Flat Glass Tradesperson	Glazier	Roof Slater & Tiler	Bricklayer	Stone Mason	Plasterer	Painter & Decorator	Wall & Floor Tiler	Floor Finisher	Cabinetmaker	Carpenter	Carpenter & Joiner	Carpenter/Shopfitter	Joiner
Whole Numbers																
Add	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Less than one																
Fractions		*	*	*	*	*	*	*	*	*	*	*		*		
Decimals	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Percentages	*	*	*	*		*	*	*	*	*	*	*		*		*
Ratios	*	*		*		*	*	*	*	*	*	*				
Exponents																
Scientific notation																
Surds																
Algebra (Basic skills)																
Add																
Subtract																
Multiply																
Divide																
Brackets																
Solving linear equations																
Substitution																
Statistics																
Graphs					*											
Frequency chart																
Mean mode median																
Standard deviation																
Formulae																
Rearrange subject of equation			*					*								
Area		*	*	*	*	*	*	*	*	*	*			*		*
Volume		*	*	*	*	*	*	*	*	*	*			*		*
Compound Interest		*		*		*	*	*	*	*	*			*		*
Pythagoras				*	*	*				*		*		*		*
Trigonometry																
Geometry																
Linear measurement	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Parallel lines	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Shapes	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Angles	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Mapping and directions	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

Construction

	Binder & Finisher	Pre-press Technician	Print technician	Printer	Screen Printer	Sign Writer	Sign Installer	Graphic Designer
Whole Numbers								
Add	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*
Less than one								
Fractions								*
Decimals						*	*	*
Percentages		*	*	*	*	*	*	*
Ratios		*	*	*	*	*	*	*
Exponents								
Scientific notation								
Surds								
Algebra (Basic skills)								
Add								
Subtract								
Multiply								
Divide								
Brackets								
Solving linear equations								
Substitution								
Statistics								
Graphs								*
Frequency chart								
Mean mode median								
Standard deviation								
Formulae								
Rearrange subject of equation								
Area						*		*
Volume								
Compound Interest								
Pythagoras								
Trigonometry								
Geometry								
Linear measurement						*	*	*
Parallel lines						*		*
Shapes						*	*	*
Angles						*	*	*
Mapping and directions								

Digital Media

	Air Conditioning Mechanic	Electrical Fitter	Electrical Powerline Tradesperson (Trans)	Electronic Equipment Tradesperson	General Electrician	General Electrician (Special Class)	Refrigeration & Air Con. Systems Mechn.	Data & Voice Comm. Servicing	Electronic Equipment Tradesperson	Electronics Techn. (Computer Syst)	Communication Installer	Communication Repairer	Communication Salesperson	Tele/Comm. Computer Tech	Tele/Comm. Technician
Whole Numbers															
Add	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Less than one															
Fractions	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Decimals	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Percentages	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Ratios	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Exponents		*													
Scientific notation	*	*	*	*	*	*	*	*	*	*				*	*
Surds		*			*			*	*	*					
Algebra (Basic skills)															
Add	*	*	*	*	*	*	*	*	*	*				*	*
Subtract	*	*	*	*	*	*	*	*	*	*				*	*
Multiply	*	*	*	*	*	*	*	*	*	*				*	*
Divide	*	*	*	*	*	*	*	*	*	*				*	*
Brackets	*	*	*	*	*	*	*	*	*	*					
Solving linear equations	*	*	*	*	*	*	*	*	*	*					
Substitution	*	*			*		*	*	*	*					
Statistics															
Graphs	*	*	*	*	*	*	*	*	*	*		*	*	*	*
Frequency chart	*	*	*	*	*	*	*	*	*	*					*
Mean mode median	*	*	*	*	*	*	*	*	*	*					
Standard deviation	*	*	*	*	*	*	*	*	*	*					
Formulae															
Rearrange subject of equation	*	*	*	*	*	*	*	*	*	*					
Area	*	*	*	*	*	*	*	*	*	*		*	*	*	*
Volume	*	*	*	*	*	*	*	*	*	*		*		*	*
Compound Interest	*	*	*	*	*	*	*	*	*	*		*		*	*
Pythagoras	*	*	*	*	*	*	*	*	*	*		*		*	*
Trigonometry	*	*	*	*	*	*	*	*	*	*		*		*	*
Geometry															
Linear measurement	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Parallel lines	*	*	*	*	*	*	*	*	*	*		*		*	*
Shapes	*	*	*	*	*	*	*	*	*	*		*		*	*
Angles	*	*	*	*	*	*	*	*	*	*		*		*	*
Mapping and directions	*	*	*	*	*	*	*	*	*	*		*	*	*	*

Electro Technology

	CNC Machinist	Eng. Tradesperson (Fabrication)	Foundry Tradesperson (Moulder)	Jewellery Tradesperson	Locksmith	Mechanical Fitter	Metal Fabricator (Boilermaker)	Metal Machinist (First Class)	Optical Mechanic	Pressure Welder	Sheet Metal Worker (First Class)	Sprinkler Fitter	Toolmaker	Welder (First Class)	Air Conditioning Mechanic	A/Craft Maint. Eng/Tech (Avionics)	A/Craft Maint. Eng/Tech (Mechanical)	A/Craft Maint. Tech (Structural)
Whole Numbers																		
Add	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Less than one																		
Fractions	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Decimals	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Percentages	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Ratios	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Exponents																		
Scientific notation	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Surds	*	*				*	*	*	*	*	*		*	*		*	*	*
Algebra (Basic skills)																		
Add	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Subtract	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Multiply	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Divide	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Brackets	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Solving linear equations	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Substitution	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Statistics																		
Graphs	*	*				*	*	*		*	*		*	*	*	*	*	*
Frequency chart	*	*				*	*	*					*	*	*	*	*	*
Mean mode median	*	*				*	*	*					*	*	*	*	*	*
Standard deviation	*	*				*	*	*					*	*	*	*	*	*
Formulae																		
Rearrange subject of equation		*				*	*	*		*	*			*	*	*	*	*
Area	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Volume	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Compound Interest		*				*	*	*		*	*		*	*	*	*	*	*
Pythagoras	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Trigonometry	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Geometry																		
Linear measurement	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Parallel lines	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Shapes	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Angles	*	*				*	*	*	*	*	*		*	*	*	*	*	*
Mapping and directions	*	*				*	*	*	*	*	*		*	*	*	*	*	*

Engineering & Manufacturing

	Baker	Butcher	Chef	Food & Beverage	Pastry Cook	Pâtissier (Pastry Chef)	Short Order Cook
Whole Numbers							
Add	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*
Less than one							
Fractions	*	*	*	*	*	*	*
Decimals	*	*	*	*	*	*	*
Percentages	*	*	*	*	*	*	*
Ratios			*			*	
Exponents							
Scientific notation							
Surds							
Algebra (Basic skills)							
Add			*	*	*	*	*
Subtract			*	*	*	*	*
Multiply			*	*	*	*	*
Divide			*	*	*	*	*
Brackets							
Solving linear equations							
Substitution							
Statistics							
Graphs	*	*	*		*		
Frequency chart			*	*	*	*	
Mean mode median			*	*	*	*	
Standard deviation							
Formulae							
Rearrange subject of equation							
Area			*	*	*		*
Volume	*	*	*			*	
Compound Interest					*	*	
Pythagoras							
Trigonometry							
Geometry							
Linear measurement	*	*				*	
Parallel lines					*	*	
Shapes						*	
Angles	*	*					
Mapping and directions							

Food Processing & Preparation

	Gasfitter	General Plumber	Plumber (Fire Protection)	Plumber Mech. Serv./ Air Con.	Roof Plumber
Whole Numbers					
Add	*	*	*	*	*
Subtract	*	*	*	*	*
Multiply	*	*	*	*	*
Divide	*	*	*	*	*
Less than one					
Fractions	*	*	*	*	*
Decimals	*	*	*	*	*
Percentages	*	*	*	*	
Ratios	*	*	*	*	
Exponents					
Scientific notation	*	*	*	*	
Surds					
Algebra (Basic skills)					
Add	*	*	*	*	*
Subtract	*	*	*	*	*
Multiply	*	*	*	*	*
Divide	*	*	*	*	*
Brackets	*	*	*	*	
Solving linear equations	*	*	*	*	
Substitution	*	*	*	*	
Statistics					
Graphs		*			*
Frequency chart		*			
Mean mode median		*			
Standard deviation					
Formulae					
Rearrange subject of equation	*	*	*	*	
Area	*	*	*	*	*
Volume	*	*	*	*	*
Compound Interest		*			
Pythagoras	*	*	*	*	
Trigonometry		*			
Geometry					
Linear measurement	*	*	*	*	*
Parallel lines	*	*	*	*	*
Shapes	*	*	*	*	*
Angles	*	*	*	*	*
Mapping and directions	*	*	*	*	*

Plumbing & Gas Fitting

	Agriculture Worker	Irrigationist	Production Horticulturalist	Rural Business & Merchandiser	Rural Operator	Saw Doctor	Shearer Crutcher	Wood Handling & Preparation	Horticulturalist	Aboriculturalist	Floriculture Florist	Landscape Gardener	Retail Nursery Person	Wholesale Nursery Person	Parks & Gardens Worker	Turf Keeper
Whole Numbers																
Add	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Less than one																
Fractions	*	*		*								*	*			*
Decimals	*	*	*	*	*				*	*	*	*	*	*	*	*
Percentages	*	*	*	*												
Ratios	*				*							*			*	*
Exponents																
Scientific notation																
Surds																
Algebra (Basic skills)																
Add																
Subtract																
Multiply																
Divide																
Brackets																
Solving linear equations																
Substitution																
Statistics																
Graphs	*	*	*	*	*										*	
Frequency chart																
Mean mode median	*		*	*												
Standard deviation																
Formulae																
Rearrange subject of equation																
Area	*	*	*		*										*	*
Volume	*	*	*		*										*	*
Compound Interest				*												
Pythagoras																
Trigonometry																
Geometry																
Linear measurement	*	*	*		*							*			*	*
Parallel lines												*				*
Shapes												*				*
Angles		*										*				
Mapping and directions	*	*	*		*							*			*	*

Primary Industries

	Furniture Finisher	Wood Machinist (A Grade)	Wood Turning	Furniture Upholsterer	Upholsterer (Production)
Whole Numbers					
Add	*	*	*	*	*
Subtract	*	*	*	*	*
Multiply	*	*	*	*	*
Divide	*	*	*	*	*
Less than one					
Fractions	*	*	*	*	*
Decimals	*	*	*	*	*
Percentages	*	*	*	*	*
Ratios	*	*	*	*	*
Exponents					
Scientific notation					
Surds					
Algebra (Basic skills)					
Add					
Subtract					
Multiply					
Divide					
Brackets					
Solving linear equations					
Substitution					
Statistics					
Graphs					
Frequency chart					
Mean mode median					
Standard deviation					
Formulae					
Rearrange subject of equation					
Area	*	*	*	*	*
Volume	*	*	*	*	*
Compound Interest					
Pythagoras					
Trigonometry					
Geometry					
Linear measurement	*	*	*	*	*
Parallel lines	*	*	*	*	*
Shapes	*	*	*	*	*
Angles	*	*	*	*	*
Mapping and directions	*	*	*	*	*

Furniture, Upholstery & Related

	Hairdresser	Men's Hairdresser
Whole Numbers		
Add	*	*
Subtract	*	*
Multiply	*	*
Divide	*	*
Less than one		
Fractions	*	*
Decimals	*	*
Percentages	*	*
Ratios	*	*
Exponents		
Scientific notation		
Surds		
Algebra (Basic skills)		
Add	*	*
Subtract	*	*
Multiply	*	*
Divide	*	*
Brackets		
Solving linear equations		
Substitution	*	*
Statistics		
Graphs	*	*
Frequency chart		
Mean mode median	*	*
Standard deviation		
Formulae		
Rearrange subject of equation		
Area		
Volume		
Compound Interest		
Pythagoras		
Trigonometry		
Geometry		
Linear measurement		
Parallel lines	*	*
Shapes	*	*
Angles	*	*
Mapping and directions		

Hairdressing

	Canvas Goods Maker	Clothing Production Worker	Cutter	Dry Cleaning	Footwear Worker	Leather Worker	Sewing Machinist	Shoe Repairer
Whole Numbers								
Add	*	*	*	*	*	*	*	*
Subtract	*	*	*	*	*	*	*	*
Multiply	*	*	*	*	*	*	*	*
Divide	*	*	*	*	*	*	*	*
Less than one								
Fractions								
Decimals								
Percentages								
Ratios				*		*		
Exponents								
Scientific notation								
Surds								
Algebra (Basic skills)								
Add								
Subtract								
Multiply								
Divide								
Brackets								
Solving linear equations								
Substitution								
Statistics								
Graphs								
Frequency chart								
Mean mode median								
Standard deviation								
Formulae								
Rearrange subject of equation								
Area								
Volume								
Compound Interest								
Pythagoras								
Trigonometry								
Geometry								
Linear measurement	*				*	*		
Parallel lines	*							
Shapes	*							
Angles	*							
Mapping and directions								

Textile, Clothing & Related

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The resource is intended to provide a guide to assist people who may be interested in gaining employment in an apprenticeship or traineeship.

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Important Disclaimer

Note, this resource does not provide an exhaustive list of all apprenticeship and traineeship occupations. The document provides a list of the most common apprenticeships and related traineeships used today, with a heavier weighting towards the apprenticeship sector.

In a bid to minimise the size of the document, the resource has grouped occupations under general headings and in some cases included related occupations. For ease of use some occupations may be duplicated, especially where they cross boundaries.

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