

## This month's special

## Maths at work

## Did you know ...?

- According to the Government's 2003 Skills for Life survey, only $25 \%$ of the
 working age population have maths skills at Level 2 or higher.
- The same survey found that people with maths skills at Level 2 or higher earned about a third more than people with skills at Entry 3.
- One-third of workers say they could do their job better if they had more training. (MORI, A Nation Ready to Learn?, 2002)
- Train to Gain funding is available for employers to be able to offer free English and maths opportunities in the workplace.
Visit www.traintogain.gov.uk.


## Starters

## Can you ...

- fill in your time sheet and calculate your overtime?
- check your wage slip and deductions?
- understand sales graphs and budget figures?
- plan the right amount of time for appointments, lunch or tea breaks?
- calculate the materials needed for a particular job?
- decide if a calculator or spreadsheet answer is sensible?
- do all the maths needed for your NVQ or other training?

Check out your maths skills by doing the mini-test at www.move-on.org.uk/testyourskills.asp.
Ask your manager or union learning representative about opportunities to develop the maths you need at work.

You can join a free group to develop your maths and get a national qualification. Ask at your local college or learning centre, the library, ring 0800 100 900, or look on the Move On web site to find a local test centre.

## Main course

## National Learning at Work Day - Thursday 22 May 2008 <br> Part of Adult Learners' Week (17-23 May)

This year's theme is sustainable workplaces, which includes:

- the environment
- work/life balance
- learning through life.

You can find out more at:
www.campaign-for-learning.org.uk
Try the five-minute de-stress workout at: www.campaign-for-learning.org.uk/cfl/ workplacelearning/lawday/resources/ quickwins.asp

Are there any activities going on where you work or could you share one skill with your colleagues? Adult Learners' Week celebrates all kinds of learning in all kinds of places. Find out what is going on near you at:
www.niace.org.uk/ALW/events/new_eventlist_ public.asp

## Specials

## Set menu

## Extras

## Time at work

Join the pairs and work out the answer for you.


| Minutes in a day | Hours worked per day <br> times day worked per week |
| :--- | :--- |
| Hours at work in <br> a week | 365 - non-working days |
| Breaks at work in <br> one day | $24 \times 60$ |
| Days at work in <br> one year | Lunch time plus <br> tea breaks |

'Today, be aware of how you are spending your 1,440 beautiful moments, and spend them wisely.'

Anon
'Time flies. It's up to you to be the navigator.'
Robert Orben
Find out about working time limits, your rights to breaks at work and much more at:
www.direct.gov.uk/en/employment/employees/ workinghoursandtimeoff/index.htm

Find information, worksheets and a quiz about time at:
www.bbc.co.uk/skillswise/e3/numbers/
measuresshapespace/time

1 A cup of tea costs 60p in the canteen. How much would it cost to buy tea for yourself and three friends?

A £1.80
B $£ 2.40$
C $£ 1.24$
D $£ 2.18$
2 Sandwiches cost $£ 2.05$ each. Sue buys six for her office mates. Which of these is the best estimate for the cost of the six sandwiches?

A $£ 12$
B £3
C $£ 13$
D £4
3 Jim starts work at 8.30 a.m. every day and finishes at 5.00 p.m. Monday to Thursday and at 4.00 p.m. on Fridays. He has half an hour for lunch each day. How long is his working week?

A 40 hours
B 39.5 hours
C 39 hours
D 37 hours

Log on to the Move On Learner Route at www.move-on.org.uk to try some more questions, do the Move On mini-test or try an initial assessment to find out which level to start at.

## Grin or groan?

Q: Why is the clock in the canteen always slow?

A: Because it goes back four seconds
I ALWAYS GIVE 100\% AT WORK:

- 12\% Monday
- $23 \%$ Tuesday
- $40 \%$ Wednesday
- 20\% Thursday
- $5 \%$ Friday
'If work were such a wonderful thing, surely the rich would have kept it all to themselves?'

Lane Kirkland

## Resources for tutors

Resources are available to download from www.move-on.org.uk. Register on the site to access the Move Up Teacher Route at www.move-on.org.uk/mu_route.asp.
If the ideas on this page have encouraged you or someone you work with to try out some maths, please let us know.

