

# Numeracy

We are surrounded by numbers at work. The explosion of data in recent years has massively increased the volume of facts and figures which feature in our day-to-day work. Being able to interpret basic numerical information is now a factor within most jobs, to some degree. It's also a skill which is vitally important to the reputation of the Civil Service.

This is not something which comes easily to all of us however, especially if we are lacking in numeracy skills. This can affect our ability to do our job but it can also have an effect on our confidence and self-esteem. This topic provides the opportunity to develop or refresh our basic numeracy skills.

## Description

This topic is designed to make you feel more confident when it comes to dealing with simple calculations, including percentages, fractions, units of measurement and graphs. This will have the added benefit of improving your digital awareness and your data management ability. These are important factors in the Civil Service's ambition to become 'digital by default'.

Learning numeracy skills can be challenging and these skills can only really be developed through plenty of practise. However, this can have a hugely positive impact on our personal well-being, not just our workplace effectiveness.

## What does it involve?

To begin this topic, you'll spend some time with your manager, discussing the skills you are looking to develop. You'll need to agree on an action plan which outlines your learning goals and how you'll use those new skills in the workplace.

From there, you are able to select from a number of online resources that can help develop your numeracy skills. These include bite-sized courses from Learn Direct, BBC Skillswise, Futurelearn and the Open University.

These are extensive resources but you can prioritise those areas which you want to spend more time on. How long this takes will depend on how much you want to cover and the pace you want to work at.

## What's the outcome?

By completing this topic, you'll better appreciate the importance of numeracy skills in your day-to-day work. You'll be more confident when using percentages and fractions, for example, and when making simple calculations.

Improving your fundamental numeracy skills will also provide you with the opportunity to present yourself in the best possible light at work, when pursuing promotion or when applying for other roles within the Civil Service.

## Learning activities



Online  
resources



Action  
plan



Discussion

**Estimated learning time:**  
1 to 3 hours

## How to book

[learn.civilservice.gov.uk](https://learn.civilservice.gov.uk)

**0203 640 7985**  
[support@governmentcampus.co.uk](mailto:support@governmentcampus.co.uk)

**Price band:** Free