**AON Level 1 – Guidance Notes**  
The following information is provided as a source of reference for assistance in compiling student evidence for AON. It is not meant as a sole reference for evidence requirements, it is only a guide. For a full and comprehensive amplification of the evidence requirements, please refer to the Essential Skills Wales documentation. Thank you.  
  
  
**Have you?**

* Understood and described the given problem or task, by hand or electronically.
* Contributed to deciding how you will attempt the task, by hand or electronically.
* Included data or information from at least two different sources and where it came from. (One must include a table, chart, graph or diagram)
* Described the methods and calculations suitable to get the results you need, by hand or electronically.
* Use data from your given task to carry out relevant and purposeful calculations. You must cover three areas.

**Examples of amounts or sizes:** Simple decimals, Multiplication, Division, Fractions, Percentages, Areas and Volumes.

**Scales or Proportion:** Use simple scales on a diagram to work out measurements, Increase and decrease whole number amounts, Scale amounts required.

**Handling Statistics:** Know how to calculate the range and mean of a group of numbers and describe the purpose for it.

* Do your calculations make sense. Check for accuracy.
* Present your findings correctly using two appropriate ways. Chart and diagram, or graph and diagram.
* Describe the results of your calculations. Explain how they relate to your task and evaluate.

**Note**: You must be able to carry out calculations both with and without a calculator.