Quick Reference — Functional Skills Maths Level 1

rewired for parents | Stick this on the fridge!

Fractions, Decimals & Percentages

- 50% = ½ = 0.5 | 25% = ¼ = 0.25 | 10% = 1/10 = 0.1
- To find a percentage: divide by 100, multiply by %
- Simplify fractions: divide top & bottom by same number

Ratio & Proportion

- Ratio a:b → total parts = a+b
- Share £60 in ratio 2:3 → 5 parts → £12 per part → £24:£36
- Scaling: if 3 costs £6, then 1 costs £2, so 7 costs £14

Perimeter, Area & Volume

- Perimeter = total distance around the outside
- Area of rectangle = length × width (square units)
- Area of triangle = ½ × base × height
- Volume of cuboid = length × width × height (cubic units)

Money & Finance

- Discount: find % then subtract from original
- VAT (20%): multiply price by 1.2 or find 20% and add
- Best buy: find price per item or per unit weight

Time & Timetables

- 24-hour clock: add 12 to pm times (3:30pm = 15:30)
- Journey time = arrival – departure
- Read timetables: find your row, scan across for times

Units & Conversions

- km→m ×1000 | m→cm ×100 | cm→mm ×10
- kg→g ×1000 | litres→ml ×1000
- Metric/Imperial: 1 inch ≈ 2.5cm | 1kg ≈ 2.2lbs | 1 mile ≈ 1.6km

Data & Statistics

- Mean = total ÷ how many | Median = middle value (ordered)
- Mode = most common | Range = highest – lowest
- Probability = favourable outcomes ÷ total outcomes

Exam Tips

- Show ALL working — method marks even if final answer is wrong
- Units matter — always include them in your answer
- Check: does your answer make sense in context?
- Time yourself: roughly 1.5 mins per mark