

<b>Unit Title:</b>	<b>Study Skills/Communications</b>
<b>Level:</b>	<b>Two</b>
<b>Credit Value:</b>	<b>6</b>
<b>GLH:</b>	
<b>NOCN Unit Code:</b>	<b>HC7/2/TE/010</b>
<b>QCA Unit Reference</b>	
<b>Grading Descriptors:</b>	<b>Not Applicable</b>

This unit has 7 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Recognise the need to plan and manage time effectively in order to set goals and achieve targets within their programme of study.	1.1. Present an action plan which outlines goals and targets which the student aims to achieve.
2. Have an understanding of the facilities available in a library	2.1. Use the facilities of a library according to need and for research purposes
3. Use the skills needed for effective note-making.	3.1. Produce effective notes from oral and written sources
4. Understand the need to plan and structure written work in order to communicate effectively.	4.1. Produce a well-constructed plan for pieces of written work including directed and free writing.
5. Recognise and understand the need to present written information appropriately.	5.1. Produce written work requiring different styles: using appropriate spelling, grammar and punctuation using language and style appropriate to audience and context presenting relevant information clearly and accurately using an appropriate format.
6. Present opinions orally.	6.1. make an effective contribution to discussions 6.2. Listen and respond constructively to others encourage others to participate if necessary
7. Present information orally	7.1. Present all relevant information related to the specified topic. 7.2. Present information clearly and concisely. 7.3. Use appropriate language, tone and body language, use visual aids if appropriate deal with questions effectively.

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### ASSESSMENT INFORMATION

#### Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

**The assessment activities for this unit are indicated in the table below:**

**Key: P = Prescribed** – this assessment method *must* be used to assess the unit.

**O = Optional** – this assessment method *could* be used to assess the unit.

<b>Case study</b>		<b>Project</b>	
<b>Written question &amp; answer/test/exam</b>		<b>Role play/simulation</b>	
<b>Essay</b>		<b>Practical demonstration</b>	
<b>Report</b>		<b>Group discussion</b>	
<b>Oral question and answer</b>		<b>Performance/exhibition</b>	
<b>Written description</b>		<b>Production of artefact</b>	
<b>Reflective log / diary</b>		<b>Practice file</b>	

#### Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

<b>Key Skill</b>		<b>Wider Key Skill</b>	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	

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**GLH:**  
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**QCA Unit Reference Code:**  
**Accredited Start date:**  
**Accredited End date:**  
**Unit Sector/Subject area:**  
**Grading descriptors:**  
**Availability for Use:**

<b>Purpose and Aim of the Unit</b>	Free Text
<b>Restrictions on the Availability</b>	Free Text or N/A
<b>Additional Assessment Requirements</b>	Free Text or N/A
<b>Details of relationship between the Unit and the NOS</b>	Free Text or N/A
<b>Details of relationship between the Unit and Standards (not NOS)</b>	Free Text or N/A
<b>Endorsement of the Unit by</b>	Free Text or N/A