

Unit Title: Core Skills
Level: Two
Credit Value: 6
GLH:
NOCN Unit Code: HC7/2/TE/016
QCA Unit Reference
Grading Descriptors: Not Applicable

This unit has 14 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Employ study time-management skills	1.1. Produce an action plan for time-management
2. Demonstrate note-taking skills	2.1. Extract information from a variety of written sources 2.2. Extract information form a variety of non-written sources
3. Demonstrate summary writing skills	3.1. Produce effective summaries from a variety of written sources 3.2. Produce effective summaries from a variety of non-written sources
4. Understand the need to plan and structure written work in order to communicate effectively	4.1. Produce a plan for selected pieces of written work
5. Recognise the need to present written information appropriately	5.1. Produce written work requiring different styles: using appropriate spelling, grammar and punctuation 5.2. Using language and style appropriate to the audience and context of the work 5.3. Presenting relevant information clearly and accurately using an appropriate format
6. Recognise the skills appropriate for effective reading	6.1. Extract key information from a variety of written sources 6.2. Extract key information from a variety of non-written sources (at least 4)
7. Recognise the skills for effective use of a Library's facilities	7.1. Identify the location of resources in the Library 7.2. Use the resources appropriate for the learner's research needs
8. Recognise the value of debate	8.1. Contribute to oral debate 8.2. Identify the skills involved in oral debate
9. Present information orally	9.1. Contribute positively in seminar groups

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
10. Recognise appropriate revision methods	10.1. Plan revision time 10.2. Show an ability to deploy appropriate revision methods
11. Recognise appropriate interview strategies	11.1. Describe a range of interview strategies 11.2. Identify responses to a range of interview procedures 11.3. Discuss the interview experience 11.4. Plan for further interviews
12. Demonstrate simple mathematical skills	12.1. Solve whole number problems involving addition and subtraction 12.2. Solve problems involving whole number division and multiplication. 12.3. Use fractions, decimals and percentages to describe situations
13. Recognise skills in gathering and processing data	13.1. Make estimates on familiar units of measurement, checking results 13.2. Convert between different units of measurement using tables and graphs 13.3. Conduct a survey on an issue of the individuals choice
14. Understand mathematical data	14.1. Construct and interpret statistical diagrams such as bar charts, pictograms and pie-charts 14.2. Calculate the mean and range of a set of data

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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.

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

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:

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

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Accredited Start date:
Accredited End date:
Unit Sector/Subject area:
Grading descriptors:
Availability for Use:

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