

Unit Title: Communication and Study Skills
Level: Two
Credit Value: 9
GLH:
NOCN Unit Code: HC7/2/TE/021
QCA Unit Reference
Grading Descriptors: Not Applicable

This unit has 10 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Discuss self development and the problems associated with the return to a learning environment	1.1. Reflect on own memories of school which have had a positive and negative effect on present attitudes to college 1.2. Talk about own experience of further training or re-training including perceived gains 1.3. List any perceived problems in returning to study 1.4. Identify own short term and long term goals
2. Establish study schedules and time management practices as a way of managing the stresses associated with academic life	2.1. List own activities in a typical week 2.2. Prioritise the activities in terms of importance and urgency 2.3. Prepare a time analysis sheet with columns for: activity, time started/finished, duration, planned or unplanned, comments 2.4. Set up a personal study schedule 2.5. List the limitations associated with a study schedule
3. Present opinions orally	3.1. Explain own opinions 3.2. Develop and structure an argument 3.3. Adopt appropriate non-verbal signals
4. Take part in discussions	4.1. Explain own views clearly 4.2. Listen and respond to others' views 4.3. Adopt appropriate non-verbal signals
5. "Present a process information, ideas or views to a group"	5.1. Describe a process clearly, in a logical order 5.2. Adopt appropriate non-verbal signals

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
6. Read and respond to written material making effective use of reading techniques	6.1. Identify the main points accurately highlighting key words to improve reading quality 6.2. Check unfamiliar words or phrases using an appropriate source, eg dictionary 6.3. Note the main points or arguments of a text
7. Read and respond to technical or scientific material including graphs and other visual data	7.1. Comment on the features of acceptable style in scientific writing 7.2. Use abstracts or other reference sources to access relevant material 7.3. Identify main points accurately 7.4. Interpret simple line graphs or pie charts
8. Plan and prepare a range of written material including scientific reports	8.1. Select and use an appropriate format 8.2. Show awareness of purpose and audience 8.3. Use simple punctuation conventions accurately (., ' capitals) 8.4. Use appropriate vocabulary and sentence structure 8.5. Spell accurately, checking an appropriate reference source where necessary 8.6. Present points in a logical order using conventional paragraphs
9. Revise effectively for examinations	9.1. State the importance of correct regimes of sleep, exercise and relaxation in approaching examinations 9.2. Identify techniques to aid memory in the planning and preparation of work in examinations
10. Develop the skills necessary for career enhancement	10.1. Prepare and have word processed a curriculum vitae including relevant information 10.2. Practice filling in official forms including those for UCAS

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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