Unit Title: **Communication and Study Skills**
Level: **Three**
Credit Value: **9**
NOCN Unit Code: **HC7/3/NO/002**
QCA Unit Reference
Grading Descriptors: **3, 5, 6, 7**

This unit has 8 learning outcomes.

LEARNING OUTCOMES	**ASSESSMENT CRITERIA**
The learner will:	**The learner can:**
1. Recognise how personal development can impact on own ability to address challenges associated with return to study	1.1. Reflect on own previous learning experiences and the ways in which this has impacted on own goals, ambitions and attitudes to study. 1.2. Identify at least 3 challenges associated with return to study and suggest short-term and long-term goals which will help to address them.
2. Recognise how to employ study schedules and time management practices as a way of managing stresses associated with academic life.	2.1. Record own personal, family and academic activities over a period of at least 2 weeks 2.2. Evaluate personal record including a summary of key observations 2.3. Plan and implement a personal study schedule 2.4. Evaluate the effectiveness of the study schedule in addressing priorities and identifying areas where support is needed
3. Use verbal skills to present ideas and opinions and take part in group discussions.	3.1. Explain the key factors which contribute to effective communication 3.2. Apply effective communication methods in order to present a range of ideas and opinions to others 3.3. Develop and structure a coherent argument for a chosen discussion point 3.4. Confirm own understanding of others' views and opinions
4. Be able to make appropriate use of written reference material through effective reading techniques.	4.1. Summarise the key points from a piece of written reference material 4.2. Check own understanding of unfamiliar terms and phrases using an appropriate source. 4.3. Select key information to illustrate an idea and/or support an argument. 4.4. Present selected information, ideas and/or arguments in an appropriate written format

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
5. Be able to interpret and make appropriate use of technical or scientific material.	5.1. Use an appropriate reference source to access statistical, technical or scientific material. 5.2. Check own understanding of unfamiliar terms and phrases using an appropriate source. 5.3. Outline the key points from the chosen material, including the interpretation of visual data. 5.4. Use the information selected to support an argument or illustrate an idea.
6. Be able to read and respond to media material.	6.1. Discuss a range of styles of communication including factual, persuasive and emotive 6.2. Compare the editorial influences of at least 3 different media materials.
7. Be able to plan and prepare a range of written materials.	7.1. Describe how different writing styles are more or less effective for different purposes and audiences. 7.2. Use an appropriate format for a chosen piece of written material. 7.3. Plan the production of the written piece. 7.4. Use punctuation conventions accurately. 7.5. Use a wide range of vocabulary and sentence structure appropriately. 7.6. Spell accurately, checking an appropriate source where necessary. 7.7. Present points in a logical order using conventional paragraphs. 7.8. Provide a bibliography for a piece of written material.
8. Know how to complete successfully the documentation required for an application process	8.1. Select a suitable curriculum vitae format for own use. 8.2. Prepare a curriculum vitae, including relevant information. 8.3. Complete relevant application form(s) for own intended progression route.

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

Unit approved for use in the Regional Programme for Access to HE from September 2010

Unit Title:
Level:
Credit Value:
GLH:
NOCN Unit Code:
QCA Unit Reference Code:
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**