Higher National Unit specification

General information for centres

Unit title: Communication in French: Advanced Operational Speaking Skills

Unit code: F69H 34

Unit purpose: This Unit is designed to develop existing skills in speaking in the target language to an advanced level within a context related to the candidate's needs or interests. The candidate will develop skills to develop social relations, to carry out key and at times complex tasks and transactions, to negotiate arrangements and to produce language of a detailed and at times complex nature.

This Unit is one in a suite of four single credit Units at SCQF level 7 designed to develop skills in the target language.

The Unit embodies and further develops the National Language Standards at level SVQ 3.

On completion of this Unit the candidate should be able to:

1 Convey and exchange information orally using language of a detailed and complex nature.

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre. However, considerable previous competence in the target language is required for this Unit.

This may be evidenced by the possession of one or more of:

- F6CF 33 *French: Basic Operational Speaking Skills* SCQF level 6
- F0HX 33 *French For Work: Intermediate Operational* SCQF level 6
- C059 12 *French* SCQF level 6
- Other qualifications or experience comparable to the above, including residence abroad in a country where the target language is spoken

Core Skills: There are opportunities to develop the Core Skill of *Communication* at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skill components**.** Further detail is provided in the Support Notes.

General information for centres (cont)

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

It may, however, also be taught as a stand-alone Unit in a context relating to the candidate's needs or interests.

Assessment: This Unit has two assessments each of which will require the candidate to demonstrate the skill of speaking. Whenever possible, tasks should be contextualised in a situation mirroring real-life tasks within a context relating to the candidate's needs or interests and may be linked through a common scenario, if appropriate.

All assessments will be conducted under controlled and supervised conditions.

Each assessment will consist of one task lasting 10–15 minutes.

The use of dictionaries is not allowed.

Assessments should be carried out towards the end of the Unit, when candidates have had the opportunity to develop skills to the required level.

Exemplar instruments of assessment and marking guidelines are produced by the SQA to indicate the national standard of achievement required at SCQF level 7.

Higher National Unit specification: statement of standards

Unit title: Communication in French: Advanced Operational Speaking Skills

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Convey and exchange information orally using language of a detailed and complex nature

Knowledge and/or Skills

- Use a wide variety of vocabulary related to needs or interests*
- Use a range of polite/formal and semi-formal forms of address, greeting, leave-taking and expressions of gratitude, regret, apology and annoyance, as appropriate
- Use language to make, discuss, amend and/or confirm agreements and arrangements
- Use language to present complex and detailed issues, ideas, events and/or proposals
- Use and/or conform to cultural and spoken conventions appropriate to the task and context
- Use a wide range of familiar and less commonly-used technical terms relevant to area of need or interest
- Use a wide range of numerical data in context
- Use a wide range of structures using the infinitive (or other basic root verb) form, where appropriate to the language
- Use the present, past (imperfect and perfect and pluperfect or equivalents) future, conditional (including future/conditional perfect or equivalents) and subjunctive forms, aspects and moods as/if required and where appropriate to the language
- Use a wide range of sentence structures in positive, negative, imperative and interrogative forms
- Use a wide range of complex sentence structures
- Use a wide range of linking language, eg 'although, provided that, so that …'
- Use a wide range of alternative terms and structures which modify register for different audiences and contexts
- Use appropriate intonation and emphasis
- Pronounce the language clearly, articulately and fluently in order to convey the required information
- Use a range of coping strategies (requests for repetition, clarification, further information or comment, etc.) as/if necessary
- Use reference sources (eg glossaries, dictionaries) to help convey, clarify and confirm meaning as necessary

Higher National Unit specification: statement of standards (cont)

Unit title: Communication in French: Advanced Operational Speaking Skills

Evidence Requirements

The candidate must meet all of the minimum Evidence Requirements for the Outcome in order to pass the Unit.

There will be two speaking assessments.

Each assessment will consist of one task lasting 10–15 minutes.

The use of dictionaries is not allowed.

The assessments will be conducted under controlled and supervised conditions.

The candidate must demonstrate his/her ability to:

- convey detailed and at times complex information in the target language
- understand and respond to requests for detailed and complex information
- negotiate arrangements in the target language
- maintain oral communication through presentation, conversation, role-play, interpreting or other similar dialogue for 10–15 minutes

Evidence for the Knowledge and/or Skills in this Outcome will be provided by two assessments that sample across the Knowledge and/or Skills.

Each assessment instrument chosen for summative assessment purposes must cover a sufficient sample of Knowledge and/or Skills for an assessor to infer that the candidate is competent in the Outcome.

Items of Knowledge and/or Skills that must be assessed on every assessment occasion are identified with an asterisk (*) in the 'Knowledge and/or Skills' section of this Outcome as above.

For the purposes of re-assessment different speaking tasks should be used and a different sample chosen. However, in the case of a re-assessment of a presentation the same topic may be used.

Performance overview

The candidate must be able to request and/or convey all the necessary information and where necessary demonstrate an adequate understanding of any information given/requested.

The candidate has a wide range of vocabulary, including vocabulary relating to the technical aspects of his/her area of need or interest. He/she has a good command of a wide range of grammatical structures as appropriate to the context of the tasks undertaken. The candidate makes few mistakes, but may make more errors when attempting to use more complex structures. The candidate is able to find alternative, correct ways of expressing detailed and at times complex information relating to a wide variety of tasks if/as required.

Higher National Unit specification: statement of standards (cont)

Unit title: Communication in French: Advanced Operational Speaking Skills

Content

Communication between the candidate and the speaker of the target language is sustained in a manner comprehensible to a sympathetic speaker of the target language.

Communication goes well beyond the exchange of factual/social information, to expressing ideas and opinions clearly, and negotiating arrangements in the target language if/as required. The candidate shows clear understanding of the content of the areas discussed and sustains discussion as/where appropriate.

Understanding

The candidate understands most of what is said directly to him/her when clearly articulated. The candidate can ask for repetition or clarification as/when required.

Speaking

The candidate shows a good awareness of the rules of accent, intonation and pronunciation. He/she shows clear control of rules of grammar appropriate to this level to ensure communication. Language produced by the candidate shows considerable complexity of structure and a wide range of vocabulary relevant to a range of contexts related to needs and interests.

Assessment Guidelines

There should be different types of speaking exercises used for each assessment task, eg a conversation and a presentation.

Assessment 1

Candidates could be required to complete one of the following tasks:

A Hold a detailed conversation with a fluent speaker of the target language, including some discussion of current affairs and trends.

OR

B Take part in a role-play/simulation scenario with a fluent speaker of the target language involving giving explanations, offering advice and/or opinions and negotiating arrangements.

The task can be undertaken in any context appropriate to the candidate's needs or interests, face-to-face, by telephone, videoconferencing, web-cam or similar.

Higher National Unit specification: statement of standards (cont)

Unit title: Communication in French: Advanced Operational Speaking Skills

Assessment 2

A Give a prepared oral presentation on any topic relating to area of need or interest and answer follow-up questions relating to the topic.

The presentation should be in the range of 7–10 minutes with 3–5 minutes for follow-up questions and answers. The time taken for the presentation and follow-up questions should, however, last 10–15 minutes.

OR

B Take part in a scenario acting as intermediary in a conversation between a speaker of the target language and a speaker of English, in order to exchange information and opinion of a generally familiar nature related to area of need or interest.

This task may exceed the time limit but generally assessors should try to limit the task to 10–15 minutes.

The topic chosen in Assessment 2 should be different from the topic in Assessment 1A.

Each task should last between 10–15 minutes. In some cases it may exceed this time limit (for example in an interpreting task scenario) but generally assessors should try to limit the task to this time scale. Longer exchanges may take place as they develop, if appropriate, or where the need to repeat or check information given or received is evident.

Where appropriate, (ie. in giving a prepared presentation or role-play scenario) an outline of the task may be given a few days before the assessment event to allow the candidate time to prepare.

Administrative Information

Unit code: F69H 34

Unit title: Communication in French: Advanced Operational Speaking Skills

Superclass category: FK

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Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Communication in French: Advanced Operational Speaking Skills

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is likely to form part of a number of Group Awards where it is recognised that knowledge of a modern foreign language will either be a necessary or a beneficial skill for candidates. It may, however, also be taught as a stand-alone Unit.

It is one of a suite of four single credit Units at SCQF level 7.

If it is taught as part of a Group Award, it is recommended that it should be taught within the subject area/context of the Group Award to which it contributes. As a free-standing Unit, it should be taught and assessed within any context related to the candidate's needs or interests.

The Unit has also been devised to allow for the progression and development of language skills at higher levels.

Content

The principle content of the Unit should be:

- discussing personal and social information with acquaintances or visitors in contexts which reflect the needs or interests of the candidates
- discussing in depth about more general issues or trends related to the field of interest
- transacting business including giving, receiving and exchanging detailed and at times complex information on relevant topics
- making or answering detailed enquiries
- negotiating arrangements
- stating and justifying opinions and preferences

Context

The Unit can be approached from the standpoint of a person who wishes or is required to speak the target language in a variety of contexts relating to needs or interests.

This Unit embeds the National Language Standards (revised 2005) for SVQ level 3 as published by CILT, the National Centre for Languages, 3rd Floor, 111 Westminster Bridge Road, London. SE17HR. It embeds and goes well beyond the national standards at SVQ level 3 reflecting language skill levels at a more advanced level. The Unit is also benchmarked against an Advanced Higher pass at grade C.

Higher National Unit specification: support notes

Unit title: Communication in French: Advanced Operational Speaking Skills

Guidance on the delivery and assessment of this Unit

The Unit can be approached from the standpoint of a person who requires to speak in the target language for whatever purpose, personal, social or vocational. Types of communication could include, for example:

- Face-to-face
- Telephone
- Videophone
- Web-cam
- Other

To successfully complete the Unit and achieve the Outcomes, the candidate will be required to develop the skill of speaking, using appropriate language structures.

Although the Unit is expressed in generic terms, where possible, assessment tasks should be related to a context that is related to the needs or interests of the candidate. This might involve a wide range of situations that a candidate will be required to deal with more generally in society, such as:

- receiving and socialising with a visitor or colleague from abroad
- giving and receiving information on a wide range of topics
- dealing with varied and at times complex situations where use of the language studied may be required
- travelling and/or working abroad

The Outcome refers to the single skill of Speaking but it is assumed that tutors will teach skills in an integrative manner.

An opportunity for re-assessment should be given where a candidate does not achieve a Pass.

Opportunities for developing Core Skills

There are opportunities to develop Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skill components.

The Unit goes some way towards meeting the demands of:

- Oral Communication at SCQF level 5.

Open learning

This Unit could be delivered by distance learning provided suitable assessment arrangements can be agreed for controlled and supervised assessment conditions. The two assessments may have to be assessed in the presenting centre if the telephone option is not available, or if video-conferencing or similar interactive facilities are not available.

Higher National Unit specification: support notes

Unit title: Communication in French: Advanced Operational Speaking Skills

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**

General information for candidates

Unit title: Communication in French: Advanced Operational Speaking Skills

This Unit is designed to develop existing language skills in order to deal with a wide range of situations. It is primarily intended for candidates for whom a good knowledge of a language would be beneficial or essential, or for those who want to enhance their professional/career prospects or facilitate their mobility.

The Unit may be studied as part of a Group Award, eg PDA, HNC, HND or as a stand-alone Unit. It is also a means to prepare for and proceed to further study or as preparation to travel and/or work abroad.

The Unit will develop your existing skills in a practical way and in a range of contexts relevant to your needs or interests. It will develop your skills in interacting effectively in the target language with other speakers of the language. You will also further your knowledge of, and ability to use, a wide range of structures in the language you are studying.

Overall, the knowledge and skills gained from this Unit should enable you to operate effectively in various contexts either when meeting people from the country whose language you are studying in the UK, or when travelling or working abroad as an independent language learner. It may also help you in the future if you wish, choose, or need to start learning another language for either personal or work reasons.

You will be encouraged to work with other candidates in pairs or small groups, and role-play may form an important part of the Unit. There will also be a requirement for private study. Your tutor will guide you on this.

In order to complete this Unit successfully, you will be required to complete a range of tasks in which you will demonstrate that you can communicate and operate effectively in the language. You must achieve a satisfactory level of performance in two assessments which test the skill of speaking. These assessments will be conducted under controlled and supervised conditions and will take place generally, but not always, towards the end of the Unit.

The assessments may be in the form of a conversation or role-play scenario with your tutor or another speaker of the target language, as well as an interpreting scenario or a prepared presentation on a topic reflecting your needs or interests, with follow-up questions and discussion. Each of the two assessments will last about 10–15 minutes. For a presentation, you will need to prepare a structured talk. You will be given time and advice on how to do this.

Assessments for the Unit will be tailored to take account of your needs and interests.

If you do not achieve a Pass in any of the assessment tasks, there will be an opportunity to be re-assessed.

General information for candidates (cont)

Unit title: Communication in French: Advanced Operational Speaking Skills

Opportunities for developing Core Skills

There are opportunities to develop Core Skills of Communication in this Unit, although there is no automatic certification of Core Skills or Core Skill components.

The Unit goes some way towards meeting the demands of:

- Oral Communication at SCQF level 5