



Higher National Unit specification

General information for centres

Unit title: Communication in Polish: Advanced Operational Writing Skills

Unit code: F6AX 34

Unit purpose: This Unit is designed to develop existing skills in writing 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 carry out key and at times complex tasks, and to write materials of a general, detailed and at times complex nature.

This Unit is one in a suite of four single credit Units a 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 Produce written 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:

- ◆ F6CM 33 *Polish: Basic Operational Writing Skills* SCQF level 6
- ◆ F0HX 33 *Polish For Work: Intermediate Operational* SCQF level 6
- ◆ D14B 12 *Polish* 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.

Where a claim for an embedded Core Skill has been validated, a standard statement will be added by SQA.

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 writing. 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 require the candidate to produce text in the range of 250–350 words in length.

The total time required for each assessment should not exceed 120 minutes.

The use of dictionaries and other relevant reference materials (eg glossaries, model document formats, notes containing standard letter /message /report formats and phraseology) is 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

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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

Produce written language of a detailed and complex nature

Knowledge and/or Skills

- ◆ Use a wide variety of vocabulary related to needs or interests*
- ◆ Use appropriate written formats
- ◆ 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 agreement, and arrangements
- ◆ Use language to present complex and detailed issues, ideas, events and/or proposals
- ◆ Use and/or conform to cultural and written 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 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 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 Polish: Advanced Operational Writing 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 writing assessments.

Each text produced, including conventional letter, report or similar conventional phraseology, should be in the range of 250–350 words in length.

The total time required for each assessment should not exceed 120 minutes.

The use of dictionaries and/or other relevant reference sources (eg glossaries, model document formats, notes containing standard letter/message/report formats and phraseology) is allowed.

The assessments will be conducted under controlled and supervised conditions.

The candidate must demonstrate his/her ability to:

- ◆ produce text of a detailed and sometimes complex nature related to needs or interests
- ◆ use the correct format to convey the information required

Candidates should produce at least the minimum number of words (excluding addresses), however, those candidates who produce more will not be penalised but should try to restrict their communication to within the recommended length in order to minimise error. Particular attention should be paid to the overall layout and register/tone of the communication which should be appropriate to the context.

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 writing tasks should be used and a different sample chosen

Performance overview

The candidate is able to produce text of the required length and to adapt the style of writing as appropriate to the subject and readers. Formal writing is for the most part technically accurate. The level of presentation is of an acceptable professional level in a context relevant to the candidate's needs or interests. Error is minimal.

Higher National Unit specification: statement of standards (cont)

Unit title: Communication in Polish: Advanced Operational Writing Skills

Content

With the help of a dictionary and relevant reference materials the candidate produces text in the target language in a variety of formats. He/she shows the ability to convey key information and to express and develop ideas and opinions with a clear sense of structure.

Accuracy and the use of register and format are appropriate to this level and to the target audience and are sufficient to communicate clearly all the points required.

The candidate uses complex sentences and a wide range of vocabulary.

Assessment Guidelines

There should be different types of text produced for each assessment.

Candidates could be required to produce text in an appropriate format in the target language such as:

- ◆ A report
- ◆ A letter (or e-mail plus attachment)
- ◆ A summary of a text
- ◆ An account of an event
- ◆ A piece of creative/critical writing

Documents will be produced in the target language and in a context which is relevant to the candidate's needs or interests. Attention should be paid to layout where appropriate.

The initial compilation of the document will be under controlled and supervised conditions (hand-written or typed/word-processed). Where not produced in a typed/word-processed format, then the documents could be transferred verbatim into such a format before final submission along with the original draft, but this is not mandatory. Extra time should be allocated to this.

Adequate time should be given to produce the written documents consulting both a dictionary and notes containing standard letter/message/report formats and phraseology. However, the total time required for each assessment should not exceed 120 minutes. (Extra time may be given at the discretion of the centre to candidates who wish to transfer a hand-written copy into a verbatim word-processed format.)

If the assessment is hand-written and subsequently word processed, then both copies should be retained for verification purposes.

Administrative Information

Unit code:	F6AX 34
Unit title:	Communication in Polish: Advanced Operational Writing Skills
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Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Communication in Polish: Advanced Operational Writing 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 appropriate 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:

- ◆ written documents and language structures appropriate for writing documents in any context related to the candidate's needs or interests

Context

The Unit can be approached from the standpoint of a person who wishes or is required to write in the target language in a variety of contexts related 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. SE1 7HR. 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 (cont)

Unit title: Communication in Polish: Advanced Operational Writing Skills

Guidance on the delivery and assessment of this Unit

This Unit can be approached from the standpoint of a person who requires to write documents in the target language for whatever purpose, personal, social or vocational.

Types of communication could include: report, letter, e mail plus attachment, a piece of creative or critical writing, or other conventional writing modes.

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

Although the Unit is expressed in general 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:

- ◆ giving and receiving information on a wide range of goods and services
- ◆ dealing with varied and at times complex situations where the use of the language studied may be required
- ◆ travelling and/or working abroad

The Outcome refers to the single skill of Writing 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:

- ◆ *Communication* (Writing) 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.

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 Polish: Advanced Operational Writing 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.

This Unit will develop your existing skills in a practical way and in a range of contexts relevant to your needs or interests. You will also further your knowledge of, and ability to use, a wide range of structures in the language you are studying.

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 writing. 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 could take the form of two different formats from the following:

- ◆ A report
- ◆ A letter (or e-mail plus attachment)
- ◆ A summary of a text
- ◆ An account of an event
- ◆ A piece of creative/critical writing

Each assessment will be between 250 and 350 words in length. You will be allowed to use a dictionary and to refer to notes giving standard letter, message or report formats and phraseology. Adequate time, up to 120 minutes, for each assessment, will be given for you to complete each task.

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.

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:

- ◆ *Communication (Writing)* at SCQF level 5