



## Higher National Unit specification

### General information for centres

**Unit title:** Communication in Polish: Advanced Operational Listening Skills

**Unit code:** F6AY 34

**Unit purpose:** This Unit is designed to develop existing skills in listening to an advanced level in the target language 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 to understand spoken materials of a general, detailed and at times complex nature.

This Unit is one in a suite of four single credit Units at SCQF 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 Understand spoken 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:

- ◆ F6CN 33 *Polish: Basic Operational Listening 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 no opportunities to develop Core Skills in this Unit.

## 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 listening. Whenever possible, tasks should be contextualised in a situation mirroring real-life tasks within a context related 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 item, or groups of items, lasting 6–8 minutes in total.

Each listening item(s) may be heard three times.

The item(s) should be spoken at normal speed and in normally-used registers.

The total time for each assessment should not exceed 90 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 Polish: Advanced Operational Listening 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

Understand spoken language of a detailed and complex nature

#### Knowledge and/or Skills

- ◆ Understand a wide variety of vocabulary related to needs or interests\*
- ◆ Understand a range of polite/formal and semi-formal forms of address, greeting, leave-taking and expressions of gratitude, regret, apology and annoyance
- ◆ Understand language which makes, discusses, amends and/or confirms agreements and arrangements
- ◆ Understand language which presents complex and detailed issues, ideas, events and/or proposals
- ◆ Understand and/or conform to cultural and spoken conventions appropriate to the task and context
- ◆ Understand a wide range of familiar and less commonly-used technical terms relevant to area of need or interest
- ◆ Understand a wide range of numerical data in context
- ◆ Understand a wide range of structures using the infinitive (or other basic root verb) form, where appropriate to the language
- ◆ Understand 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
- ◆ Understand a wide range of sentence structures in positive, negative, imperative and interrogative forms
- ◆ Understand a wide range of complex sentence structures
- ◆ Understand a wide range of linking language, eg 'although, provided that, so that, despite, given that, etc....'
- ◆ Understand a wide range of alternative terms and structures which modify register for different audiences and contexts
- ◆ Understand intonation and emphasis to obtain meaning and nuance of meaning
- ◆ Infer meaning from the context
- ◆ Summarise/convey in English or in the target language information conveyed in the spoken target language\*
- ◆ Use reference sources (eg glossaries, dictionaries) to clarify and confirm meaning as necessary

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Communication in Polish: Advanced Operational Listening 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 listening assessments.

Each assessment will consist of one item, or groups of items, lasting 6–8 minutes in total.

Each listening item(s) may be heard three times.

The item(s) should be spoken at normal speed and in normally-used registers.

The total time for each assessment should not exceed 90 minutes.

The use of dictionaries is not allowed.

The assessments will be conducted under controlled and supervised conditions.

Understanding may be presented in any suitable way, written or oral.

The candidate must demonstrate his/her ability to:

- ◆ identify from a listening item or items in the target language the main theme/s content and tone
- ◆ infer meaning, opinion and/or points of view from what is said
- ◆ identify specific relevant detail
- ◆ convey and/or summarise what is said, either in English or in the target language

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 listening tasks should be used and a different sample chosen.

### **Performance overview**

The candidate must be able to extract specific details and understand the overall meaning of listening item(s) relating to needs or interests. Items listened to should cover complex information, ideas and points of view. These will be spoken at normal speed and in a wide range of normally-used registers, including a range of familiar accents and formal and informal language.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Communication in Polish: Advanced Operational Listening Skills

### **Understanding**

The candidate listens to complex material in the target language related to relevant topics and understands and communicates factual information, ideas and opinions with a satisfactory level of detail and accuracy. Speakers will articulate clearly at normal speed.

The candidate extracts and understands all essential information which contains a number of major and subsidiary points, including the expression of points of view, and some detailed and complex ideas. He/she understands a high proportion of points of detail and of the information/opinions/ideas expressed.

### **Assessment Guidelines**

Each assessment will cover a different topic and will be either live or recorded.

Candidates could be required to undertake two listening tasks from the following:

- ◆ an item or a series of items of broadcast/recorded speech (for instance, public announcements, TV, radio or web extracts) relating to work issues or social/current affairs relevant to the candidate's needs or interests, which are of some complexity and which contain factual information, the expression of ideas and points of view
- ◆ a presentation (live or recorded) presenting detailed and sometimes complex information related to the candidate's needs or interests

Candidates could demonstrate their comprehension by one of the following methods:

- ◆ giving answers, in English or in the target language, on what they have heard
- ◆ composing a short summary, in English or in the target language, of what they have heard

## Administrative Information

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|--------------------------------------|--|
| <b>Unit code:</b>                    | F6AY 34  |
| <b>Unit title:</b>                   | Communication in Polish: Advanced Operational Listening Skills |
| <b>Superclass category:</b>          | FK   |
| <b>Original date of publication:</b> | August 2009  |
| <b>Version:</b>                      | 01   |

### History of changes:

| Version | Description of change | Date |
|---------|-----------------------|------|
|         |                       |      |
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## **Higher National Unit specification: support notes**

**Unit title:** Communication in Polish: Advanced Operational Listening 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 Group Award 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 listening material relevant to the candidate's needs or interests, eg: understanding:

- ◆ personal and social information in the context of meetings and communication
- ◆ in depth about more general issues or trends related to the field of interest
- ◆ detailed and at times complex information on subjects relevant to the candidate
- ◆ detailed enquiries or arrangements
- ◆ opinions and preferences

#### **Context**

The Unit can be approached from the standpoint of a person who wishes or is required to understand the target language spoken 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 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 Listening Skills

### **Guidance on the delivery and assessment of this Unit**

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

Types of communication could include: Face-to -face, telephone, videophone, web cam or other.

Assessment tasks should involve the kind of situations that a candidate could be required to deal with in the context of his/her needs or interests. This might include, for example:

- ◆ socialising with a visitor or colleague from abroad
- ◆ 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
- ◆ listening to the media in/of the country where the target language is spoken

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

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

#### ***Opportunities for developing Core Skills***

There are no opportunities to develop Core Skills in this Unit.

### **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 appropriate or if video-conferencing or similar interactive facilities are not available.

### **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](http://www.sqa.org.uk/assessmentarrangements)



## **General information for candidates**

### **Unit title:** Communication in Polish: Advanced Operational Listening 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. 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 work or personal reasons.

You will be encouraged to work with various sound media such as television, radio, audio tapes, MP3 players, CDs, live discussions or presentations as part of the Unit. You will be encouraged to work with other candidates. 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 operate effectively in the language. You must achieve a satisfactory level of performance in two assessments which test the skill of listening. These assessments will be conducted under controlled and supervised conditions and will take place generally, but not always, towards the end of the Unit.

For each of the two assessments you will hear an item, or a series of short items, in the target language. You will be required to answer in English or in the target language, through writing a summary of what you have heard or by answering a series of questions in order to show that you have understood the main theme, content and key specific details. Each listening item, or series of items, will be of 6–8 minutes' duration in total and you will be able to hear them three times. Adequate time, up to 90 minutes in total, will be given for you to complete each of these assessments.

Assessments for the Unit will be tailored to take account of your needs or 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 no opportunities to develop Core Skills in this Unit.