



## Higher National Unit specification

### General information for centres

**Unit title:** Communication in Polish: Basic Operational Writing Skills

**Unit code:** F6CM 33

**Unit purpose:** This Unit is designed to develop the skill of writing in the target language within a context related to the candidate's needs or interests. The candidate will develop skills in writing materials containing language of a straightforward and everyday nature.

The Unit is one in a suite of 4 single credit Units at SCQF level 6 designed to develop skills in the target language.

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

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

- 1 Produce written documents containing language of a straightforward nature.

**Credit points and level:** 1 HN credit at SCQF level 6: (8 SCQF credit points at SCQF level 6\*)

*\*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, candidates should have good communication skills and an interest in gaining language skills.

These may be demonstrated by the achievement of:

- ◆ F3GB 11 *Communication* SCQF level 5
- ◆ EE3T 11 *Communication* (NC), SCQF level 5
- ◆ C115 11 *English Intermediate 2*
- ◆ Other qualifications comparable to the above

Some previous knowledge of the target language at a basic level would be helpful. This could be demonstrated by achievement of:

- ◆ F1DM 40 *Communication in Polish: Developing Basic Reading and Writing Skills*  
SCQF level 5

## General information for centres (cont)

**Core Skills:** There are opportunities to develop the Core Skill of *Communication* at SCQF level 4 in this Unit, although there is no automatic certification of Core Skills or Core Skills components. Further detail is provided in the Support Notes.

**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 related 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. Where possible, tasks should mirror 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 require the candidate to produce text in the range of 150–180 words in length.

The total time required for each assessment should not exceed 60 minutes.

The use of dictionaries and other relevant reference sources (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 6.

## Higher National Unit specification: statement of standards

**Unit title:** Communication in Polish: Basic Operational Writing 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

Produce written documents containing language of a straightforward nature

#### Knowledge and/or Skills

- ◆ Use a wide variety of vocabulary related to needs or interests\*
- ◆ Use a range of polite forms of address, greeting and leave-taking and expressions of gratitude, regret, apology, annoyance
- ◆ Use some less commonly-used, technical terms relevant to the area of need or interest
- ◆ Use numerical data
- ◆ Use a range of structures using the infinitive (or other basic verb root) form, where appropriate to the language
- ◆ Use the present, past, future and conditional aspects where appropriate to the language
- ◆ Use commonly-used sentence structures in their positive, negative, imperative and interrogative forms
- ◆ Use a range of complex sentence combinations, of which some are rehearsed models
- ◆ Use a wide range of linking language, eg ‘although’, ‘provided that ...’
- ◆ Use alternative terms and structures which modify register for different audiences and contexts
- ◆ Use reference sources (eg glossaries, dictionaries) to clarify and confirm meaning as necessary\*

#### 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 assessment will require the candidate to produce text, including conventional letter/report or similar conventional phraseology, in the range of 150–180 words in length.

The total time required for each assessment should not exceed 60 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.

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

### **Unit title:** Communication in Polish: Basic Operational Writing Skills

The assessments will be conducted under controlled and supervised conditions.

Candidates should write at least the minimum number of words (excluding addresses), however, those candidates who write 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.

The candidate must demonstrate his/her ability to:

- ◆ produce text which demonstrates appropriate use of register and a high level of accuracy of language
- ◆ use some variety of straightforward sentence structure
- ◆ use appropriate layout and structure

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

The assessment instruments chosen for summative assessment purposes must cover a sufficient sample of Knowledge and/or Skills for an assessor to infer that candidates are 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 adapt the style of writing as appropriate to the subject and readers. Formal writing is for the most part technically accurate. Any errors made do not interfere with the reader's overall understanding.

### **Content**

With the help of a dictionary and notes on writing formats, the candidate produces straightforward text in the target language.

Writing shows an attempt to clearly structure the presentation of information and incorporates all the points of information required.

The candidate shows sufficient awareness of the rules of grammar appropriate to this level to ensure comprehension in spite of errors. He/she uses simple sentences possibly with the use of some memorised material and phraseology.

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

**Unit title:** Communication in Polish: Basic Operational Writing Skills

### **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 message in e-mail or other format
- ◆ A short report
- ◆ A summary of a text
- ◆ An account of an event
- ◆ A combination of covering letter or e-mail plus other document, eg CV/Agenda/Minutes
- ◆ A piece of critical/creative 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 documents 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 for this if required.

Adequate time should be given to compose 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 60 minutes. (Extra time may be given to candidates who wish to transfer a hand-written copy into a verbatim word-processed format at the discretion of the centre.)

If the assessments are hand-written and subsequently word processed, then both copies should be retained for moderation purposes.

## Administrative Information

**Unit code:** F6CM 33

**Unit title:** Communication in Polish: Basic Operational Writing Skills

**Superclass category:** FK

**Original date of publication:** August 2009

**Version:** 01

### History of changes:

Version	Description of change	Date

**Source:** SQA

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## **Higher National Unit specification: support notes**

### **Unit title:** Communication in Polish: Basic 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 6.

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:

- ◆ 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. The Unit is also benchmarked against a Higher pass at grade C.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Communication in Polish: Basic Operational Writing Skills

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

The 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.

Methods of communication could include: letters, e-mails, or other conventional writing modes.

To successfully complete the Unit and achieve the Outcome, the candidate will be introduced to various kinds of written formats and to appropriate language structures. It is expected that emphasis in the early stages of the Unit will be on reading in order to develop the candidate's awareness of the language as well as confidence in using it.

Assessment tasks should involve the kind of situations that a candidate will routinely be required to deal with according to his/her needs or interests.

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.

This Unit goes some way towards meeting the demands of:

- ◆ *Communication (Writing)* at SCQF level 4

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



## General information for candidates

### Unit title: Communication in Polish: Basic Operational Writing Skills

This Unit is designed to equip you with the ability to write various kinds of materials of a straightforward and everyday nature using another language. It is primarily intended for those who want to develop their writing skills in the target language to meet their own needs or interests.

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

You will develop all the skills necessary to function in another language at this level, including intercultural competence. You will also increase your knowledge and understanding of the essential structures of the language you are studying. The language tasks will be practical and related to a context of interest to you. 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 use some of the basic structures of the language. You must achieve a satisfactory level of performance in two assessments which test the skill of writing. These will be conducted under controlled and supervised conditions.

The Assessments could take the form of two different formats from the following:

- ◆ An e-mail
- ◆ A message in e-mail or other format
- ◆ A short report
- ◆ A summary of a text
- ◆ An account of an event
- ◆ A combination of covering letter or e-mail plus other document, eg CV/Agenda/Minutes
- ◆ A piece of critical/creative writing

Each assessment will be between 150–180 words in length. You will be allowed to use a dictionary and refer to notes giving standard letter, message or report formats or phraseology and you will be given an outline of what you need to do before the assessment. Adequate time, up to 60 minutes for each assessment, will be given for you to complete this 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.

This Unit goes some way towards meeting the demands of:

- ◆ *Communication* (Writing) at SCQF level 4