

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 7351313**UNIT TITLE:** ENGINEERING COMMUNICATION: INTRODUCTION

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. INTERPRET AND EVALUATE GIVEN INFORMATION

PERFORMANCE CRITERIA

- (a) Interpretation of information is correct and accurate.
- (b) Identification of sources of additional information is relevant and correct.
- (c) Evaluation reached is correct in terms of the available information.

RANGE STATEMENT

Data: manufacturers' specification; B.S. specification; manufacturer's recommendations; sketches.

Skills: listening; communication; seek advice.

Information: working drawings; final specification.

EVIDENCE REQUIREMENTS

Written evidence to meet all performance criteria in one project exercise.

OUTCOME

2. RECORD INFORMATION IN AN APPROPRIATE FORMAT

PERFORMANCE CRITERIA

- (a) Format used to record the information is correct in terms of current procedures.
- (b) Recorded information is complete, accurate and legible.
- (c) Usage of current standards is appropriate and correct.

RANGE STATEMENT

Information: sketches; sizes; construction/manufacture details; tolerances; materials.

Standards: British standards; manufacturer standard data sheets; international or European standard.

EVIDENCE REQUIREMENTS

Oral and written evidence of the candidate's ability to produce a report as detailed in the performance criteria, covering all the critical classes in the range. With the exception of International or European standards where not applicable.

ASSESSMENT RECORDS

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of Support Notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 7351313

UNIT TITLE: ENGINEERING COMMUNICATIONS: INTRODUCTION

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 20 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

On completion of this module, the candidate will be able to interpret instructions and specifications from given information and use appropriate BS and manufacturer's recommendations and data sheets to produce a report.

CONTENT/CONTEXT The content/context of this module is presented in general terms to allow flexibility in application. It could, for example, be applied to mechanical/production engineering, fabrication and electrical and electronic engineering.

1. Interpretation of:

- briefs
- sketches
- written and oral instructions
- BS 308 and other relevant standards
- technical publications
- manufacturer's catalogues

2. Production of report which contain the essential information for manufacturing/processing and conform to BS 308 and other relevant standards.

APPROACHES TO GENERATING EVIDENCE All of this module will be carried out in an off the job drawing room or equivalent area to allow candidates to develop their understanding of Engineering Communication.

Communication

The use of well defined assignments which relate to the candidate's interest or vocation and involve him/her in the process of finding out, communicating, implementing and appraising, is strongly recommended. Ready access should be available to BS 308 and other appropriate standards, up-to-date manufacturers' catalogues and technical publications. Exemplar drawings should also be available for the candidate to relate his/her work to, and compare standards. Accuracy, neatness and cleanliness should be stressed at all stages.

ASSESSMENT PROCEDURES Centres may use the Instruments of Assessment which are considered by tutor/trainers to be the most appropriate. Examples of Instruments of Assessment which could be used are as follows:

Outcome 1 A project could be allocated to all of the Performance Criteria for Outcome 1.

The candidate will be given data from which the project report will be produced to test the skills required to interpret and extract relevant data.

Satisfactory achievement of the outcome is based on all of the performance criteria being met.

Outcome 2 A Project could be allocated to all of the Performance Criteria for Outcome 2.

The candidate will be required to follow on from the preceding exercise and produce a set of working drawings which contain sufficient information for a manufacturing process or construction. These drawings must conform to the appropriate BS or other standards.

Satisfactory achievement of the outcome is based on all of the performance criteria being met.

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

REFERENCES

1. Guidelines for Module Writers.
2. SQA's National Standards for Assessment and Verification.
3. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
4. Procedures for special needs statements are set out in SQA's guide 'Students with Special Needs'.

In addition, reference may be made to the following publications:

British Standards publications for appropriate engineering disciplines e.g. BS 308.

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