



National 1
Unit
Specification



Communication: Interacting in the Workplace (National 1)

SCQF: level 1 (6 SCQF credit points)

Unit code: H6BK 71

Unit outline

The general aim of this Unit is to provide learners with opportunities to develop the skills required to communicate effectively with other people in the workplace.

Learners who complete this Unit will be able to:

- 1 Demonstrate effective communication skills in the workplace

This *Unit Specification* should be read in conjunction with the *Unit Support Notes*, which provide advice and guidance on delivery, assessment approaches and development of skills for learning, skills for life and skills for work. Exemplification of the standards in this Unit is given in *Unit Assessment Support*.

Recommended entry

Entry to this Unit is at the discretion of the centre.

In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Unit.

Equality and inclusion

This *Unit Specification* has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information please refer to the *Unit Support Notes*.

Standards

Outcomes and Assessment Standards

Outcome 1

With the appropriate level of support and resources, the learner will:

1 Demonstrate effective communication skills in the workplace by:

- 1.1 Responding appropriately to a communication from another person
- 1.2 Delivering an appropriate communication to another person

Evidence Requirements for the Unit

Assessors should use their professional judgement, subject knowledge and experience, and understanding of their learners, to determine the most appropriate ways to generate evidence and the conditions and contexts in which they are used.

For this Unit, evidence could include observation checklists, logs, recorded oral responses, photographic evidence, video evidence, or their equivalent. Assessors should be confident that there is sufficient evidence to support their judgement that the Assessment Standards have been met.

Learners will normally receive a high level of support to achieve the Outcome of the Unit. It is the assessor's responsibility to ensure that the level of support is appropriate for the requirements of the Unit.

Exemplification of assessment is provided in *Unit Assessment Support*.

Advice and guidance on possible approaches to assessment is provided in the *Unit Support Notes*.

Development of Skills for Learning, Skills for Life and Skills for Work

It is expected that learners will develop broad, generic skills through this Unit. The skills that learners will be expected to improve on and develop through the Unit are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Unit where there are appropriate opportunities.

1 Literacy

1.3 Listening and talking

3 Health and wellbeing

3.5 Relationships

Amplification of these is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills should be at the same SCQF level of the Unit and be consistent with the SCQF level descriptor. Further information on building in skills for learning, skills for life and skills for work is given in the *Unit Support Notes*.

Administrative information

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Superclass: HD

History of changes

Version	Description of change	Authorised by	Date

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