



COMMUNICATION

Mapping of changes between old and new Units













Key to degree of change

R significant change












A slight change

G no real change












Communication: SCQF Level 3 (formerly Access 3)

Unit Headings	Degree of Change	Actual change
What is this Core Skills Unit about?		The focus of the Unit remains the same however, the additional skill of listening has been added.
What should I know or be able to do before I start this Unit?		New Unit elaborated on to inform candidates of the type of experience or qualifications they may have that will be helpful when undertaking this Unit.
What will I know when I've achieved this Unit?		This section has been removed and incorporated into the "What do I need to do?" section of the revised Unit to remove duplication.
What do I need to do?	 	Task 2 - Writing - word count has been moved from this section and put into the "How will I show that I have achieved this Unit?" (word count has been reduced) Task 3 - Listening element has been added
How will I show that I have achieved this Unit?	  	Task 2 - word count has been reduced from 100 words to 80 words. Task 3 - speaking task (regardless of whether it is a presentation or discussion) should last a minimum of two minutes, including time for questions. Assessment options have been extended to include the option of recording what was said/done.
What might be involved?		This is new and gives the candidate an idea of the type of activity that meets the Unit standards.
What can I do next?		This is new and is designed to encourage candidates to think about progression
Guidance for assessors		This is new and points assessor to the Assessment Support Pack and Guide to Assessing Workplace Units for further guidance.
Learners with disabilities and / or additional support needs		This is new and is designed to assist the candidate/tutor/assessor on establishing what additional support needs are acceptable.












Communication: SCQF Level 4 (formerly Intermediate 1)

Unit Headings	Degree of Change	Actual change
What is this Core Skills Unit about?		The focus of the Unit remains the same however, the additional skill of listening has been added.
What should I know or be able to do before I start this Unit?		New Unit elaborated on to inform candidates of the type of experience or qualifications they may have that will be helpful when undertaking this Unit.
What will I know when I've achieved this Unit?		This section has been removed and incorporated into the "What do I need to do?" section of the revised Unit to remove duplication.
What do I need to do?	 	Task 2 - Writing - word count has been moved from this section and put into the "How will I show that I have achieved this Unit?" (no change to original word count) Task 3 - Listening element has been added
How will I show that I have achieved this Unit?	 	Task 3 - speaking task (regardless of whether it is a presentation or discussion) should last a minimum of three minutes, including time for questions. Assessment options have been extended to include the option of recording what was said/done.
What might be involved?		This is new and gives the candidate an idea of the type of activity that meets the Unit standards.
What can I do next?		This is new and is designed to encourage candidates to think about progression
Guidance for assessors		This is new and points assessor to the Assessment Support Pack and Guide to Assessing Workplace Units for further guidance.
Learners with disabilities and / or additional support needs		This is new and is designed to assist the candidate/tutor/assessor on establishing what additional support needs are acceptable.

Communication: SCQF Level 5 (formerly Intermediate 2)

Unit Headings	Degree of Change	Actual change
What is this Core Skills Unit about?		The focus of the Unit remains the same however, the additional skill of listening has been added.
What should I know or be able to do before I start this Unit?		New Unit elaborated on to inform candidates of the type of experience or qualifications they may have that will be helpful when undertaking this Unit.
What will I know when I've achieved this Unit?		This section has been removed and incorporated into the “What do I need to do?” section of the revised Unit to remove duplication.
What do I need to do?	 	Task 2 - Writing - word count has been moved from this section and put into the “How will I show that I have achieved this Unit?” (no change to original word count) Task 3 - Listening element has been added
How will I show that I have achieved this Unit?	 	Task 3 - speaking task (regardless of whether it is a presentation or discussion) should last a minimum of four minutes, including time for questions. Assessment options have been extended to include the option of recording what was said/done.
What might be involved?		This is new and gives the candidate an idea of the type of activity that meets the Unit standards.
What can I do next?		This is new and is designed to encourage candidates to think about progression
Guidance for assessors		This is new and points assessor to the Assessment Support Pack and Guide to Assessing Workplace Units for further guidance.
Learners with disabilities and / or additional support needs		This is new and is designed to assist the candidate/tutor/assessor on establishing what additional support needs are acceptable.

Communication: SCQF Level 6 (formerly Higher)

Unit Headings	Degree of Change	Actual change
What is this Core Skills Unit about?		The focus of the Unit remains the same however, the additional skill of listening has been added.
What should I know or be able to do before I start this Unit?		New Unit elaborated on to inform candidates of the type of experience or qualifications they may have that will be helpful when undertaking this Unit.
What will I know when I've achieved this Unit?		This section has been removed and incorporated into the “What do I need to do?” section of the revised Unit to remove duplication.
What do I need to do?	 	Task 2 - Writing - word count has been moved from this section and put into the “How will I show that I have achieved this Unit?” (no change to original word count) Task 3 - Listening element has been added
How will I show that I have achieved this Unit?	 	Task 3 - speaking task (regardless of whether it is a presentation or discussion) should last a minimum of five minutes, including time for questions. Assessment options have been extended to include the option of recording what was said/done.
What might be involved?		This is new and gives the candidate an idea of the type of activity that meets the Unit standards.
What can I do next?		This is new and is designed to encourage candidates to think about progression
Guidance for assessors		This is new and points assessor to the Assessment Support Pack and Guide to Assessing Workplace Units for further guidance.
Learners with disabilities and / or additional support needs		This is new and is designed to assist the candidate/tutor/assessor on establishing what additional support needs are acceptable.