SCOTTISH QUALIFICATIONS AUTHORITY

Higher National Unit Specification

General information for centres

Unit title: Communication in German: Developing Basic Reading and Writing Skills

Unit code: F1DK 40

Unit purpose: This Unit is designed to develop skills in reading and writing in the target language in the context of dealing with familiar and predictable tasks in a social or work related context.

It is relevant for those who would like to develop their modern language skills to enhance their career prospects or for those who wish to learn the language for social purposes.

The unit embodies the National Language Standards at SVQ level 2.

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

1 Understand a routine written text.
2 Compose a simple routine written text.

Credit points and level: 1 HN Credit at SCQF level 5: (8 SCQF credit points at SCQF level 5*)

**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: Candidates should have good communication skills. It is not necessary for candidates to have prior knowledge of the target language.

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

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.

Assessment: This Unit will be assessed by two Instruments of Assessment, which will require candidates to demonstrate skills in reading and writing. The assessments will be undertaken under controlled conditions**.** Whenever possible, tasks should be contextualised in a situation mirroring real-life tasks within a work-related or social context.

General information for centres (cont)

The assessment for Outcome 1, Reading, will consist of one or two unseen texts amounting to 250–350 words in total, with questions in English. The use of textbooks and handouts will not be allowed. However, the use of a dictionary will be allowed.

The total time required for the Reading assessment should not exceed 45 minutes.

The assessment for Outcome 2, Writing, will involve the composition of a simple routine written text amounting to 120–150 words in total. The use of a dictionary and notes giving standard letter or message formats and phraseology will be permitted.

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

An exemplar instrument of assessment and marking guidelines will be produced to indicate the national standard of achievement required at SCQF level 5.

Higher National Unit specification: statement of standards

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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 a routine written text

Knowledge and/or skills

- Understand vocabulary in everyday use relevant to the work-related or social context in which the language is used, and some common alternatives*
- Understand set phrases in a fixed form expressing polite conventions (eg forms of address, greeting, leave-taking) and feelings (eg gratitude, regret, apology, annoyance)
- Understand routine numerical data (eg quantity, prices, dates)
- Understand the infinitive (or other basic verb root) form and the use of this with other verbs, where appropriate to the language
- Understand simple ways of expressing past, present and future tenses, where appropriate to the language
- Understand sentence structures for making positive and negative statements
- Understand commonly used positive and negative question forms
- Understand the imperative form
- Understand commonly used conditional forms, where appropriate to the language
- Understand a range of link words in everyday use, eg ‘because’, ‘therefore’
- Understand compound sentences
- Use reference sources (eg glossaries, dictionaries) to clarify and confirm meaning as necessary

Evidence Requirements

The assessment for Outcome 1, Reading, will consist of one or two unseen texts amounting to 250–350 words in total, with questions in English. The use of textbooks and handouts will not be allowed. However, the use of a dictionary will be allowed. The assessment will be undertaken under controlled conditions. The total time required for the Reading assessment should not exceed 45 minutes.

The candidate will read one or two accessible unseen written text(s) on a familiar topic, 250–350 words long in total, with comprehension conveyed through English. The text(s) will be variable depending on topic and type, but should be based on authentic use.

Higher National Unit specification: statement of standards (cont)

Unit title: Communication in German: Developing Basic Reading and Writing Skills

The candidate must demonstrate his/her ability to:

- extract factual information written using simple structures and set phrases
- scan routine text to extract relevant details
- understand the main points of routine text

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

The candidate must meet all of the minimum evidence requirements for the outcome in order to pass the Unit.

Evidence for the knowledge and/or skills in this Outcome will be provided by an assessment that samples across the knowledge and/or skills.

The 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.

A different sample should be chosen on each assessment occasion or re-assessment occasion to prevent the candidate from being able to predict what he/she will be asked.

Assessment guidelines

In preparing for this assessment, candidates will read personal or work-related correspondence, short informative articles of a journalistic nature and/or short narrative texts describing events. Some texts may include the expression of views and opinions. Only one will be assessed, chosen as the most suitable to the candidate's social or work-related area.

For the purpose of the unit assessment, candidates will demonstrate comprehension by undertaking tasks such as the following:

- responding in English to questions in English
- choosing the correct multiple-choice option
- writing a summary in English
- completing grids to indicate understanding
- following written instructions to complete a task

Higher National Unit specification: statement of standards (cont)

Unit title: Communication in German: Developing Basic Reading and

Outcome 2

Compose a simple routine written text

Knowledge and/or skills

- Use vocabulary in everyday use relevant to the appropriate work-related or social context in which the language is used and some common alternatives*
- Use set phrases in a fixed form expressing polite conventions (eg forms of address, greeting, leave-taking) and feelings (eg gratitude, regret, apology, annoyance)
- Use routine numerical data (eg quantity, prices, dates)
- Use of the infinitive (or other basic verb root) and the use of this with other verbs, where appropriate to the language
- Use simple ways of expressing past, present and future tenses, where appropriate to the language
- Use sentence structures for making positive and negative statements
- Use commonly used positive and negative question forms
- Use commonly used conditional forms, where appropriate to the language
- Use a range of link words in everyday use, eg 'because', 'however'
- Use compound sentences
- Use reference sources (to clarify and confirm meaning as necessary eg glossaries, dictionaries)

Evidence Requirements

The assessment for Outcome 2, Writing, will involve the composition of a simple routine written text amounting to 120-150 words in total. The use of a dictionary and notes giving standard letter or message formats and phraseology will be permitted. The total time required for the writing assessment should not exceed 60 minutes.

The assessments will be undertaken under controlled conditions. Whenever possible, tasks should be contextualised in a situation mirroring real-life tasks within a work-related or social context.

The candidate must demonstrate his/her ability to:

- use and combine simple structures and set phrases
- use written conventions appropriate to the context

The candidate will show the ability to compose continuous short texts, combining mainly set phrases and familiar language. When composing formal text, he/she will be expected to compose accurately but with the support of standard models (eg templates) and reference material as necessary. When composing informal text, eg messages, some grammar and spelling errors will be allowed, as long as they do not impair understanding.

The candidate must meet all of the minimum evidence requirements for the outcome in order to pass the Unit.

Higher National Unit specification: statement of standards (cont)

Unit title: Communication in German: Developing Basic Reading and

Evidence for the knowledge and/or skills in this Outcome will be provided by an assessment that samples across the knowledge and/or skills.

The 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. A different sample should be chosen on each assessment occasion or re-assessment occasion to prevent the candidate from being able to predict what he/she will be asked.

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.

Assessment guidelines

In preparing for this assessment the candidate should be encouraged to compose different types of texts, but will only be assessed in one, chosen as the most suitable to his/her social or work-related area.

The candidate will be required to produce a piece of writing in the target language such as:

- a personal letter or email
- a formal letter or email
- a simple report
- an essay
- simple step-by-step instructions

In producing the piece of writing, the use of Information Technology is to be encouraged where possible, by presenting the work word-processed.

Administrative Information

Unit code: F1DK 40

Unit title: Communication in German: Developing Basic Reading and Writing Skills

Superclass category: FK

Original date of publication: April 2007

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 German: Developing Basic Reading and 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 part of a set of two units at SCQF level 5 and may be taught as a freestanding Unit or as part of the set. To successfully complete the Unit and achieve the Outcomes, the candidates will be introduced to all four language skills, and appropriate language structures, but the emphasis will be on Reading and Writing.

Content:

- Personal information
- Transactional situations (accommodation, obtaining goods and services, travel arrangements, directions)

Context: Social or Work-related

The context of this Unit should involve the kind of situations that a candidate will routinely be required to deal with in social or work-related situations, dealing with commonly occurring work situations where use of the language studied may be required, eg enquiring about hotel accommodation, buying items, requesting information, making travel arrangements, asking for directions. This is most likely to occur in formal or semi-formal settings:

- Letters
- E mails
- Faxes
- Job vacancies
- Advertisements
- Safety regulations
- Articles
- Reports
- Signs
- Notices
- Plans — lists of tasks, deadlines
- Step by step instructions
- Enquiries/requests
- Views
- Formal/informal correspondence
- Advice
- Announcements

The Unit embeds the National Language Standards (revised 2005) for SVQ level 2 Reading and Writing. The National Language Standards are published by CILT, The National Centre for Languages, 20 Bedfordbury, London, WC2N 4LB.

Higher National Unit specification: support notes (cont)

Unit title: Communication in German: Developing Basic Reading and Writing Skills

The Unit is also benchmarked against Intermediate 2/Standard Grade Credit level.

Guidance on the delivery and assessment of this Unit

This Unit is likely to form part of a number of group awards where it is recognised that knowledge of a modern language will either be a necessary or a beneficial skill for candidates when looking for employment. It can also be delivered as a stand alone unit for those wishing to learn the language for social purposes.

Although the Unit is expressed in generic terms, where possible, it should be related to a context that is familiar to candidates.

Each of the two Outcomes refers to a separate skill (reading, writing) but it is assumed that tutors will teach skills in an integrative manner.

Language structures appropriate to this level will underpin all Outcomes.

Assessment will be by two Instruments of Assessment.

An opportunity for reassessment should be given where candidates do not achieve a Pass. A new instrument should be chosen.

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. However, it would require planning by the centre to ensure the sufficiency and authenticity of candidate evidence. Arrangements would have to be made to ensure that the assessments for Outcomes 1 and 2 are delivered in a supervised environment under controlled conditions.

For information on normal open learning arrangements, please refer to the SQA guide *Assessment and Quality Assurance of Open and Distance Learning* (SQA, 2000).

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* **(www.sqa.org.uk)**.

General information for candidates

Unit title: Communication in German: Developing Basic Reading and Writing Skills

This Unit is designed to equip you with the ability to read and write in German in work or social contexts. It is primarily intended for candidates who expect to take up a post where some knowledge of the language would be beneficial or essential, or for those who want to gain a basic knowledge of the language for personal or social reasons. The Unit may be studied alone, as a means to proceeding to or in conjunction with Unit: *Communication in German: Developing Basic Listening and Speaking Skills*, or as part of any Group Award programme.

This Unit involves the kind of tasks that a person working in a company or organisation dealing with international clients may be expected to be able to perform, either in the UK or abroad. It will also enable you to use the language in a social context, either when travelling abroad or dealing with foreign visitors in the UK. To help you gain this ability you will develop all the skills necessary to function in another language at this level, including intercultural competence. You will also increase your knowledge about and understanding of the essential structures of the language you are studying. The language tasks will be practical and related to the context. There will be a requirement for private study. Your tutor will guide you on this.

Overall, the knowledge and skills gained from this Unit will enable you to move to the next level, and to work towards becoming an independent language learner. This may help you in the future if you wish, choose or need to start learning another language for either work or personal reasons.

Assessment

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 skills of Reading and Writing. These will be conducted under controlled conditions towards the end of the Unit, and no textbooks or handouts will be allowed.

For the Reading assessment (Outcome 1) you will need to answer questions in English to show that you have understood the important details of a written text or texts of about 250–350 words in total. You must show that you understand a range of routine materials on everyday matters. You can, for example: understand simple letters, e-mails and faxes, brochures or advertisements and pick out relevant details and grasp the gist of articles, reports or web page extracts on everyday topics. The use of text books or handouts will not be allowed. However, the use of a dictionary will be allowed.

For the Writing assessment (Outcome 2) you will have to compose a written piece of work in German of about 120–150 words. You will be allowed to use a dictionary and to refer to notes giving standard letter or message formats and phraseology.

If you do not achieve a Pass at the first attempt, an opportunity for reassessment will be given.

Depending on your reason for taking the Unit, the content and the assessments for the Unit may be tailored to take account of any special circumstances your work may involve.

Core Skills

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