



## Higher National Unit specification

### General information for centres

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

**Unit code:** F6CN 33

**Unit purpose:** This Unit is designed to develop the skill of listening in the target language within a context related to the candidate's needs or interests. The candidate will develop skills to establish social relations and to understand spoken language of a straightforward, everyday nature.

This 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 Understand spoken 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:

- ◆ F1DF 40 *Communication in Polish: Developing Basic Listening and Speaking Skills*  
SCQF level 5

## General information for centres (cont)

**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.

It may, however, also be taught as a stand-alone Unit in a context relating 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 listening. Where ever 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 consist of one item or groups of items, lasting 3–4 minutes in total.

Each listening item may be heard three times.

The item(s) should be spoken at normal speed and in normally used registers.

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

The use of dictionaries is not 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

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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 spoken language of a straightforward nature

#### Knowledge and/or Skills

- ◆ Understand a wide variety of vocabulary related to needs or interests\*
- ◆ Understand a range of polite forms of address, greeting and leave-taking and expressions of gratitude, regret, apology, annoyance
- ◆ Understand some less commonly-used, technical terms relevant to the area of need or interest
- ◆ Understand numerical data
- ◆ Understand a range of structures using the infinitive (or other basic verb root) form, where appropriate to the language
- ◆ Understand the present, past, future and conditional aspects, where appropriate to the language
- ◆ Understand commonly-used sentence structures in their positive, negative, imperative and interrogative forms
- ◆ Understand a range of complex sentence combinations, of which some are rehearsed models
- ◆ Understand a wide range of linking language, eg 'although', 'provided that ...'
- ◆ Understand 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 listening assessments.

Each assessment will consist of one item or groups of items lasting 3–4 minutes in total.

Each listening item(s) may be heard three times.

The item(s) should be spoken at normal speed and in normally used registers.

## **Higher National Unit specification: statement of standards**

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

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

The use of dictionaries is not allowed.

The assessments will be conducted under controlled and supervised conditions.

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

The candidate must demonstrate his/her ability to:

- ◆ identify from a listening item or items in the target language the main content and theme
- ◆ understand information, ideas and opinions relating to a relevant context
- ◆ identify specific relevant detail

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

Each 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.

For the purposes of re-assessment different listening tasks should be used and a different sample chosen.

### **Performance overview**

The candidate must be able to extract specific details and understand the overall meaning of a range of extended passages spoken at normal speed and in normally-used registers.

### **Understanding**

The candidate listens to spoken items of some complexity on subjects related to his/her needs or interests and obtains factual information with a satisfactory level of detail and accuracy.

Speakers will articulate at a reasonable speed.

The candidate extracts and understands essential information from stimulus material which contains a number of major and subsidiary points, including expressions of point of view.

The candidate understands a satisfactory proportion of detail and some of the opinions and ideas expressed.

The candidate may understand stimulus material of some complexity, only partially.

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

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

### **Assessment Guidelines**

Each assessment will cover a different topic and will be either live or recorded.

Candidates could be required to undertake two listening tasks from the following:

- ◆ A presentation or talk (live or recorded/extracted from a broadcast/recorded source) relating to a context appropriate to the candidate's needs or interests
- ◆ A recorded factual item or short items(extracted from a broadcast or similar source) relating to a context appropriate to the candidate's needs or interests

These could include face to face communication, communication by telephone or by videophone, video conferencing, web cam or similar (these can include recorded messages), standard broadcast items, recorded items, and can be in formal and informal settings.

Candidates could demonstrate their comprehension by one of the following methods:

- ◆ Responding in English to questions in English
- ◆ Choosing the correct multiple choice option in English
- ◆ Composing simple summaries in English
- ◆ Composing notes in English under given headings
- ◆ Listing in English the information contained in the spoken texts
- ◆ Completing grids to indicate comprehension.

## Administrative Information

**Unit code:** F6CN 33

**Unit title:** Communication in Polish: Basic Operational Listening 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 Listening 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 Group Award 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 4 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 listening material relevant to the candidate's needs or interests, eg:

- ◆ Personal/social information as it relates to any context (personal background details, details of place of residence, interests, skills, study details, work experience details)
- ◆ Transactional contexts relating to the candidate's area of need or interest (eg details of place of work and sector, obtaining and providing information on goods and services, travel arrangements, directions, areas of information and interests)
- ◆ Public announcement standard broadcasts

#### **Context**

The Unit can be approached from the standpoint of a person who wishes or is required to understand the target language spoken in a variety of contexts and through various forms of communication.

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 Listening Skills

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

The Unit can be approached from the standpoint of a person who requires to listen to the target language for whatever purpose, personal, social or vocational.

Types of communication could include: face-to-face, telephone, videophone, web cam or other. To successfully complete the Unit and achieve the Outcome, the candidate will be introduced to the skill of listening and to appropriate language structures. It is expected that emphasis in the early stages of the Unit will be on developing the candidates' awareness of the language and its complexities.

Assessment tasks should involve the kind of situations that a candidate will routinely be required to deal with on an everyday basis within the context of his/her needs or interests. This will involve dealing with commonly occurring situations where use of the language studied may be required (eg, understanding directions, travel arrangements, recorded messages, public announcements, standard broadcasts and details of relevance to the candidate's field of interest).

The Outcome refers to the single skill of listening 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 no opportunities to develop Core Skills in this Unit.

### **Open learning**

This Unit could be delivered by distance learning provided suitable assessment arrangements can be agreed for controlled and supervised assessment conditions. The two assessments may have to be assessed in the presenting centre if the telephone option is not appropriate, or if video-conferencing or similar interactive facilities are not available.

### **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 Listening Skills

This Unit is designed to equip you with the ability to deal with a number of commonly arising situations that involve understanding another language. It is primarily intended for those who want to develop skills in another language to meet their own needs or interests.

The Unit may be studied as part of a Group Award, eg PDA, HNC, 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 need or interest to you. You will be encouraged to work with various sound media such as television, radio, audio tapes, MP3 players, CDs, live discussions or presentations as part of the Unit. 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 understand some of the basic structures of the language. You must achieve a satisfactory level of performance in two assessments which test the skill of Listening. These will be conducted under controlled and supervised conditions.

For each of the two assessments you will hear an item, or a series of short items, in the target language. You will be required to answer in English by providing a summary of what you have heard or by answering a series of questions in order to show that you have understood the main theme, content and key specific details. Each listening item or series of items will be of 3–4 minutes' duration in total and you will be able to hear them three times. Adequate time, up to 60 minutes in total, will be given for you to complete each of these assessments.

Assessments for the Unit will be tailored to take account of your needs or 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 no opportunities to develop Core Skills in this Unit.