

National Unit Specification: general information

UNIT Digital Communication Methods (SCQF level 3)

CODE F1KY 09

SUMMARY

This Unit is a mandatory Unit within the National Progression Award (NPA) Digital Literacy but may also be delivered as a stand-alone Unit.

In this Unit candidates will generate skills and techniques in investigating a digital communication method. This will involve researching information about a digital communication method and using digital tools, to produce a simple report and present information about the key features of a digital communication method.

This Unit provides an introduction to digital communication methods and is suitable for candidates with no previous experience who wish to take the Unit to obtain a basic knowledge of digital computing as an interest subject or as a basis for further study.

OUTCOMES

- 1 Investigate a digital communication method.
- 2 Produce a simple written report on the key features of a digital communication method.
- 3 Present simple oral information about the key features of a digital communication method.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, it would be beneficial for candidates to have attained one of the following:

- D01B 08 Communication (Access 2)
- D01D 08 Information Technology (Access 2)

or similar qualifications or experience.

Administrative Information

Superclass: CD

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National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at Access 3 (6 SCQF credit points at SCQF level 3*)

**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.*

CORE SKILLS

Achievement of this Unit gives automatic certification of the following Core Skill:

Complete Core Skill **Communication at SCQF level 3**

Core Skills components **None**

There are also opportunities for candidates to develop aspects of the following Core Skills:

Working with Others (SCQF level 3)

Information Technology (SCQF level 3)

These opportunities are highlighted in the Support Notes of this Unit Specification.

National Unit Specification: statement of standards

UNIT Digital Communication Methods (SCQF level 3)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Investigate a digital communication method.

Performance Criteria

- (a) Select a digital communication method to investigate from a limited range supplied and explain reasons for choice.
- (b) Read a brief text about the digital communication method chosen.
- (c) Identify the significant ideas or main points of information in the text.
- (d) Make a basic evaluation of the text supported by a single piece of evidence.

OUTCOME 2

Produce a simple written report on the key features of a digital communication method.

Performance Criteria

- (a) The report structure lists the key features clearly and concisely.
- (b) The report is appropriate for the needs of the audience.
- (c) Spelling, punctuation and syntax are sufficiently accurate to convey meaning.

OUTCOME 3

Present simple oral information about the key features of a digital communication method.

Performance Criteria

- (a) The key features are clearly and concisely presented.
- (b) Delivery of the presentation is appropriate for the needs of the audience.
- (c) Use a digital presentation tool effectively to deliver the presentation.
- (d) Responses take account of the contribution of others.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria. Performance, product and written/oral recorded evidence are required to demonstrate that the candidate has achieved all the Outcomes and Performance Criteria. The evidence must be produced under supervised, controlled and open-book conditions.

The evidence for **Outcome 1** will be product evidence and written and/or recorded evidence as follows:

- ◆ Product evidence in the form of:
 - A log which details the candidate's investigation activity and the digital communication method chosen by the candidate and why it was chosen.
 - The simple written text the candidate has read with the significant ideas or main points of information highlighted. The text must be non-fictional and be about a digital communication method.
- ◆ A single piece of written and/or oral recorded evidence which demonstrates that the candidate has evaluated the text on two simple criteria.

If a candidate needs to be re-assessed for Outcome 1, a different digital communication method must be investigated and a different piece of text must be used.

For **Outcome 2** written evidence is required in the form of a clear and concise report of no more than 100 words. This report must be appropriate for the needs of the audience and list the key features of a digital communication method. Spelling, punctuation and syntax must be sufficiently accurate to convey meaning.

In **Outcome 3**, verbal and non-verbal performance evidence supplemented by an assessor checklist is required of the candidate presenting simple information about key features of a digital communication method. The presentation must not exceed 5 minutes duration and the candidate must use one digital communication tool to present the information.

The Assessment Support Pack for this Unit provides sample assessment material including exemplar tasks and sample candidate evidence. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

UNIT Digital Communication Methods (SCQF level 3)

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

The content and context for this Unit should help candidates enhance their knowledge and understanding of digital communication methods through investigative reading, writing and presenting information on a digital communication method. Digital communication methods might include computer software (email, instant messaging, Internet forums, Wiki's, Weblog's, Web Camera and/or Internet phone software); mobile technology (mobile phone, Personal Digital Assistant, digital picture and video); video conferencing, digital video and/or audio, Podcasting and/or voice tools.

Outcomes 1

This Outcome relates to an investigation of a digital communication method. Candidates are required to agree which digital communication method they chose from a limited range supplied and explain why it was chosen.

The candidate must also read and comprehend a single piece of non-fiction text about a digital communication method. The text will be brief, clearly presented and contain several items of information about a digital communication method. The content will be expressed in a direct uncomplicated way and the key points will be explicit. Sentences will be simple in structure and the vocabulary used will be familiar to the candidate. Candidates are required to highlight the key features or main points in the text and evaluate the relevance of the text using two simple criteria which can be provided to the candidate.

The candidate's investigation of a digital communication method should include a variety of texts and graphical and pictorial representations which offer a range of reading demands, The type of text used could include reference books; instruction leaflets and/or product manuals on-line or paper-based supported (where applicable) by simple photographs; short video clips or podcasts.

Outcome 2

This Outcome relates to the production of a written report on a digital communication method where the key features are listed clearly and concisely, the report is appropriate for the needs of the audience and spelling, punctuation and syntax are sufficiently accurate to convey meaning.

The features identified will obviously depend on the digital communication methods selected by the candidate. The following are examples of some of the key features which might be included for mobile phones and video:

- ◆ Mobile phone: text facility, phone connectivity, internet access.
- ◆ Video: type of software, clarity of image, transfer of image.

National Unit Specification: support notes

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Outcome 3

This Outcome relates to an oral presentation about the key features of a digital communication method, where the key features are clearly and concisely presented, the delivery is appropriate for the audience and a digital presentation tool is used effectively. Candidates should use both verbal and non-verbal communication when presenting and should take account of responses to the presentation and the contribution of others.

Verbal and non-verbal communication includes tone and level of voice and body language like eye contact etc. Digital presentation tools include presentation software, computer hardware, video/ video conferencing facilities, Podcasting and/or voice tools. The candidate may have limited assistance in using any of these digital communication tools. For example if the candidate decides to use presentation software with a projector, instructions could be given on how to display the presentation through the projector.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The learning and teaching approaches should focus on digital communication methods. This should encourage candidates to transfer the skills acquired to other everyday contexts or situations. The learning and teaching approaches should be activity based with opportunities to develop skills in real or simulated situations.

Learning activities in Outcome 1 might include investigating a digital communication method by looking up an on-line manual for a digital communication device like a mobile phone, or computer, reading articles about using video/video conferencing software or reading a user guide on the key features of a digital device like a webcam or media player. Candidates should be given opportunities to look at a variety of texts and practice the skill of identifying the significant ideas or main points of information in the text. The investigation provides an excellent opportunity for candidates to work together and encourage discussion about different digital communication methods.

As part of the learning and teaching activities candidates should be introduced to a variety of different digital presentation tools such as presentation software etc. Candidates should also be given the opportunity to practice presentation skills and explore how verbal and non-verbal communication can enhance their presentation.

It is recommended that the Outcomes are delivered in sequence. This would provide the candidate with a more holistic learning experience and allow activities undertaken early in the Unit to be used as the basis for later activities. For example, the digital communication method investigated in Outcome 1 could be used in the written report for Outcome 2. Also, in Outcome 3 the candidate must give an oral presentation about a digital communication method and might use the written report produced in Outcome 2 as a basis for this presentation.

If this Unit is delivered as part of a National Progression Award (NPA), there may be opportunities to combine activities in this Unit with other Units in the NPA. Where the *Digital Communication methods* Unit is being combined with other Units to create an enhanced learning and teaching programme, care must be taken to ensure that all aspects of each Unit are covered and adequate time must be allowed for coverage of all Units. Such a programme would create opportunities to consolidate the skills gained in this Unit.

National Unit Specification: support notes

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OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit there is an opportunity to develop aspects of the Core Skill in Working with Others at Access 3. This could be incorporated into the activities for Outcome 1 by encouraging candidates to investigate different digital communication methods as part of a group.

The Unit may also provide opportunities for the development of aspects of the Core Skills in Information Technology at Access 3 depending on the type of digital tool used when carrying out the investigation in Outcome 1 or making the presentation in Outcome 3.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The number of activities undertaken by the candidate in this Unit should not be limited to those specified for assessment purposes. The candidate should be given opportunities to practice the skills in a variety of contexts and circumstances prior to assessment.

Evidence of attainment should be gathered, wherever possible, from integrated activities, or naturally occurring activities within this Unit, whether the Unit is being studied as a stand alone Unit or being used in combination with other Units in the candidate's programme.

It would be good practice to encourage candidates to complete an evidence/task sheet or candidate log as they carry out the tasks to track the candidate's progress. Also in addition to the assessor observation checklist for Outcome 3, it would be useful if a checklist was maintained and kept up to date to keep track of candidate progress.

If a candidate needs to be re-assessed, a different digital communication method/tool must be used for the individual Outcome. The assessment conditions of the re-assessment must be the same as the original assessment instrument.

The Assessment Support Pack for this Unit provides sample assessment material including exemplar tasks and sample candidate evidence. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

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).