



**COMMUNICATION**  
**Reading**  
**SCQF Level 3**  
**10 Hour Unit (F3GN 09)**

# CORE SKILLS UNIT

## What are Core Skills?

Core Skills are skills and abilities that everyone uses in their family and personal life, at work, in public, in the community, and in education and training.

The Core Skills are:

- ◆ Communication
- ◆ Numeracy
- ◆ Information and Communication Technology
- ◆ Problem Solving
- ◆ Working with Others

They are important because they help you to be effective in almost everything you do. That's also why employers value them.

Improving your Core Skills helps you cope with today's quickly changing world. It will make you more confident, help you to learn more easily, and improve your career prospects.

## What is this Core Skills Unit about?

This Unit is about using your reading skills to read simple documents. The documents will be based on familiar, everyday things.

If there are any words you don't understand in this Unit, your tutor will explain them to you.

## What should I know or be able to do before I start?

You do not need any knowledge or experience before you start.

Communication: Reading at SCQF level 2 is good preparation for this Unit.

## What do I need to do?

You will:

- ◆ work out what a piece of writing is for (for example, it could be to give instructions, to offer advice, or to persuade you to agree with a point of view)
- ◆ pick out the important ideas and key points in a non-fiction text
- ◆ decide whether a piece of writing works (for example, how useful is it, does it give both sides of an argument, and is it easy to read?)

Your tutor will offer you time to practise your reading skills.

## How do I get this Unit?

You will need to show that you have all the skills in the Unit.

You will read a simple piece of non-fiction.

Your tutor might ask you questions about what you have read. You could answer the questions by writing them down or by telling the tutor your answers. The tutor might keep a note or a recording of what you have said.

## What might this involve?

Here are examples of some things you might do:

- ◆ pick out the main points from a health information leaflet and say how useful the leaflet is
- ◆ read a letter on how to enrol as a college student and decide how helpful the letter is
- ◆ explain the aim of a short article about wind farms, posted on the internet, and say whether or not you agree with the writer
- ◆ read a job advert, work out what the main features of the job and the skills required are, and decide whether or not the advert is a good one
- ◆ look at a health and safety poster about avoiding hazards and say how well it tells you how to keep safe

## What can I do next?

You could move on to the other Communication Units at SCQF level 3:

- ◆ Communication: Listening
- ◆ Communication: Speaking
- ◆ Communication: Writing

Once you have achieved the Units at SCQF level 3, you could move on to the Communication Unit at SCQF level 4. Your tutor can advise you about this.

## Guidance for tutors

For this Unit you should choose simple reading material on a non-fiction topic, which conveys several pieces of information. The topic should be one that is simple and familiar to the learner from their personal, workplace, social, or educational experiences. Texts with a practical purpose are most suitable. These may include images as well as words. Vocabulary should be familiar to the learners. The text will be brief, the key points should be explicit, and the content should be direct and uncomplicated. The purpose of the communication should be clear and embodied in conventions typical of this particular form (for example, layout, language, use of pictures or other supportive material, and level of formality).

**Note:** Learners must prove that they can do the whole of the task at one time. They should not gather evidence from different written documents for different parts of the task.

Further guidance is available in the accompanying Assessment Support Pack.

## Disabled learners and/or those with additional support needs

The additional support needs of individual learners 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).

## ADMINISTRATIVE INFORMATION



### Core Skills

This Unit is part of a suite of four Units that when completed give automatic certification of the Core Skill of Communication at SCQF level 3. The other Units in this suite are:

Communication: Writing at SCQF level 3

Communication: Listening at SCQF level 3

Communication: Speaking at SCQF level 3

### Credit value

1.5 SCQF credit points (0.25 SQA credits) at SCQF level 3

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