



## Literacy (National 4) Unit

**SCQF:** level 4 (6 SCQF credit points)

**Unit code:** H23W 74

### Unit outline

The general aim of this Unit is to develop learners' reading, listening, writing and talking skills in a variety of forms relevant for learning, life and work. Learners will develop the ability to understand straightforward ideas and information presented orally and in writing. Learners will also develop the ability to communicate ideas and information orally and in writing with technical accuracy.

Learners who complete this Unit will be able to

- 1 Read and understand straightforward word-based texts
- 2 Listen to and understand straightforward spoken communication
- 3 Write straightforward technically accurate texts
- 4 Talk to communicate, as appropriate to audience and purpose

This Unit is a mandatory Unit of the National 4 English Course and is also available as a free-standing Unit. The Unit Specification should be read in conjunction with the *Literacy (National 4) Unit Support Notes*, which provide advice and guidance on delivery, assessment approaches and development of skills for learning, skills for life and skills for work. Exemplification of the standards in this Unit is given in the *National Assessment Resource*.

The *Added Value Unit Specification* for the National 4 English Course gives further mandatory information on Course coverage for learners taking this Unit as part of the National 4 English Course.

## Recommended entry

Entry to this Unit is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by one or more of the following or equivalent experience:

- ◆ Core Skills: Communication (SCQF level 3)
- ◆ National 3 English Course or relevant component Units

In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Unit. Further information on relevant experiences and outcomes is given in the *Unit Support Notes*.

## Core Skills

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

Communication at SCQF level 4

## Equality and inclusion

This Unit Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information, please refer to the *Unit Support Notes*.

# Standards

## Outcomes and assessment standards

### Outcome 1

The learner will:

- 1 Read and understand straightforward word-based texts by:**
  - 1.1 Selecting and using relevant information
  - 1.2 Explaining aspects including audience and purpose
  - 1.3 Commenting on effectiveness

### Outcome 2

The learner will:

- 2 Listen to and understand straightforward spoken communication by:**
  - 2.1 Selecting and using relevant information
  - 2.2 Explaining aspects including audience and purpose
  - 2.3 Commenting on effectiveness

### Outcome 3

The learner will:

- 3 Write straightforward technically accurate texts by:**
  - 3.1 Selecting and using appropriate language
  - 3.2 Organising writing appropriately
  - 3.3 Using appropriate spelling, grammar and punctuation

### Outcome 4

The learner will:

- 4 Talk to communicate, as appropriate to audience and purpose, by:**
  - 4.1 Selecting and using straightforward language
  - 4.2 Organising spoken communication
  - 4.3 Using non-verbal conventions

## Evidence Requirements for the Unit

Assessors should use their professional judgement, subject knowledge and experience, and understanding of their learners, to determine the most appropriate ways to generate evidence and the conditions and contexts in which they are used. They should ensure that there is sufficient evidence of competence in the learner's evidence of literacy skills to allow a judgement to be made that the learner has achieved the Unit.

Evidence for this Unit will include:

For Outcome 1: responses to reading at least one word-based text.

For Outcome 2: responses to listening on at least one occasion.

For Outcome 3: at least one written text of more than 300 words which communicates meaning on first reading.

For Outcome 4: talking, individually or as part of a group discussion, on at least one occasion.

Word-based texts are likely to be functional or transactional in nature.

Where the *Literacy (National 4)* Unit is delivered as part of the National 4 English Course, further advice and guidance on integrated assessment is provided in the *National 4 English Course Support Notes*.

Exemplification of assessment is provided in the *Unit Assessment Support*. Advice and guidance on possible approaches to assessment is provided in the *Unit Support Notes*.

# Development of skills for learning, skills for life and skills for work

The SQA *Skills Framework: Skills for Learning, Skills for Life and for Work* contains generic literacy skills. The *Literacy (National 4)* Unit is derived from this framework and learners will cover all the main literacy skills. The main literacy skills are as follows:

## 1 Literacy

- 1.1 Reading
- 1.2 Writing
- 1.3 Listening and talking

It is expected that learners will develop broad, generic skills through this Unit. The skills that learners will be expected to improve on and develop through the Unit are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Unit where there are appropriate opportunities.

## 5 Thinking skills

- 5.3 Applying
- 5.4 Analysing and evaluating

Amplification of these is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills should be at the same SCQF level of the Unit and be consistent with the SCQF level descriptor. Further information on building in skills for learning, skills for life and skills for work is given in the *Unit Support Notes*.

Literacy skills shown in this Unit provide automatic certification of the Core Skill:  
Communication at SCQF level 4

# Administrative information

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**Published:** June 2013 (version 1.1)

**Superclass:** KB

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## History of changes to National Unit Specification

Version	Description of change	Authorised by	Date
1.1	Core skill clarification	Qualifications Development Manager	June 2013

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Note: readers are advised to check the SQA website [www.sqa.org.uk](http://www.sqa.org.uk) to ensure they are using the most up to date version of the Unit Specification.

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