

## Changes made to the Workplace Assessed Communication Core Skills documentation — September 2016

The following tables outline the changes made to the Workplace Assessed Core Skills units, ASPs and guidance document.

### Communication (SCQF level 5) — Unit Specification

	Details of changes made
1.	Page 3, task statement. The word 'presents' has been inserted into the task statement: "Read, understand, and evaluate a document related to your work that presents and analyses factual content or presents a sustained point of view or central argument..."
2.	Page 4, task statement. The task statement has been amended as follows: "Produce a well-structured document, or a collection of related documents that are concerned with the presentation and analysis of information and/or with developing an opinion or argument."
3.	Page 4, last bullet point. The following text has been deleted: "and convey your meaning at first reading".
4.	Page 6, second line. The word 'to' has been deleted from "You will need to..."
5.	Page 6, Task 2. "Your document(s) may total 500 words or more." The word 'may' has been replaced with 'must'.

### Communication (SCQF level 5) — Assessment Support Pack

	Details of changes made
1.	Page 7, first sentence of last paragraph. Deleted: "The communication should convey several sets of information and/or a clearly stated opinion." Replaced by: "Information will be presented and analysed, with selection and highlighting of the most significant details. Ideas and opinions will be developed and supported by evidence."
2.	Page 9, first sentence under the heading <i>Using consistently accurate spelling and punctuation</i> . Deleted: "It is important that words are spelled correctly so that the meaning is clear at the first reading and..." Replaced by: "It is important that words are spelled consistently and accurately so that the document looks professional."

3.	<p>Page 9, last paragraph. Deleted: “The main punctuation conventions should be followed, eg use of capital letters, full stops, commas, question marks, dashes, brackets, colons, and semi-colons.”</p>
4.	<p>Page 13, second sentence under the heading <i>Task 1: Reading</i>. Deleted: “They must then show their understanding of the document by written, physical, or oral response.” Replaced by: “They must then show their understanding of the document by identifying key information, ideas and supporting detail; and must evaluate the effectiveness of the document in meeting its purpose.”</p>
5.	<p>Page 13, first sentence under the heading <i>Task 2: Writing</i>. Deleted: “Candidates have to produce a document or a series of related documents.” Replaced by: “Candidates have to produce a well structured document or a collection of documents concerned with the presentation and analysis of information and/or with developing an opinion or argument.”</p>
6.	<p>Page 14, last sentence under the paragraph headed <i>Writing</i>. Deleted: “A few errors may be present when candidates are using complex grammar or vocabulary but these should not be significant.” Replaced by: “Ideas and opinions will be developed and supported by evidence. Spelling, punctuation and grammar will be consistently accurate.”</p>
7.	<p>Page 14, under heading Speaking and Listening, line four of paragraph: In the sentence: “The candidate must make a significant contribution”. Deleted: “significant”. Replaced by: ‘substantial’.</p>
8.	<p>Page 19, task 3, Speaking and Listening, first line. Deleted: “Chose”. Replaced by: ‘Choose’.</p>
9.	<p>Page 19, task 3, Speaking and Listening. After the opening line: “Choose either a discussion or presentation” a sub-heading has been added: ‘Discussion’. Page 21, before “The colleagues in your team have asked you...” a sub-heading has been added: ‘Presentation’.</p>
10.	<p>Page 24, task statement at top of table. Deleted: “Read and understand a work-related document.” Replaced by: “Read, understand and evaluate a work-related document.”</p>
11.	<p>Page 24, bottom cell in table. Deleted: “Evaluated the document’s effectiveness in meeting its purpose and readers’ needs by content, style and format.” Replaced by: “Evaluated the document’s effectiveness in meeting its purpose and readers’ needs by referring to</p> <ul style="list-style-type: none"> <li>◆ content</li> <li>◆ style</li> <li>◆ format”</li> </ul>

12.	Page 25, task heading at the top of the table. Deleted: “Task 2: Produce a document or related documents totalling 500 words or more that conveys several pieces of information, opinions or ideas.” Replaced by: “Task 2: Produce a well structured document or a collection of related documents totalling 500 words or more that <b>presents and analyses information and/or develops an opinion or argument.</b> ”
13.	Page 25, the fifth requirement down. Deleted: “Emphasised the main points in the piece of writing”
14.	Page 25, seventh requirement, at bottom of page. Deleted: “Consistently used spelling and punctuation that was accurate enough to convey meaning on first reading” Replaced by: <b>“Used spelling and punctuation that was consistently accurate”</b>
15.	Page 26, top of page. Deleted: “Spelt words correctly”
16.	Page 27, task statement at top of page. Deleted: “Take part in a straightforward discussion...” Replaced by: <b>“Make a substantial contribution to a discussion...”</b>
17.	Page 27, Last requirement listed at bottom of page. Deleted: “Listened carefully to any questions and responded accordingly”

### **Guide to Assessing Workplace Core Skills — August 2008**

	<b>Details of changes made</b>
1.	Page 4, statement in cell for Writing at level 5. Deleted: “Produce a document... aspects of a subject.” Replaced by: “Produce a well-structured document or a collection of related documents totalling 500 words or more that <b>presents and analyses information and/or develops an opinion or argument.</b> ”
2.	Page 4, statement in cell for Writing at level 6. Deleted: “Produce a well-structured document, or a collection of related documents, totalling 700 words of more, which conveys several items of complex information, opinions or ideas.” Replaced by: “Produce a well-structured document, or a collection of related documents totalling 700 words or more, <b>which presents, analyses and evaluates a substantial body of information, and/or develops an opinion in relation to an issue which is explored in depth.</b> ”
3.	Page 4, statement in cell for Speaking & Listening at level 6. Deleted: “Make a substantial contribution to a discussion on a complex topic with at least one other person, or make a presentation to others on a complex topic lasting a minimum of five minutes, including time for questions.” Replace by: <b>“Make a significant and sustained contribution to a discussion on a complex issue, or deliver a structured oral presentation which presents, analyses, and evaluates a substantial body of information, including significant, sustained interaction with audience.”</b>