

Our ref: CH/CommServicing
04 November 2014

To SQA Co-ordinators
Further Education Colleges, Scotland

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**FOR THE ATTENTION OF STAFF WHO DELIVER HIGHER NATIONAL
COMMUNICATION SERVICING UNITS**

Dear Sir/Madam

**Higher National Units DE3N 34 Communication: Analysing and Presenting
Complex Communication and D77G 34 Communication: Practical Skills**

The above nationally developed Higher National Units have been revised.

The previous versions of both Units will finish on 31 July 2016. It would be desirable, however, to adopt the new versions of both Units as soon as possible as this is in the best interests of candidates.

Unit DE3N 34 Communication: Analysing and Presenting Complex Communication (SCQF level 7) is now replaced by H7TK 34 Communication: Business Communication (SCQF level 7).

Unit D77G 34 Communication: Practical Skills (SCQF level 7) is now replaced by H7MB 34 Communication: Practical Skills (SCQF level 7).

Both revised Units continue to embed the Core Skill of Communication at SCQF level 6. This Core Skill will therefore be certificated on successful achievement of either of these Units.

SQA is in the process of updating group award frameworks which include these Units and will also update: the history of changes section in Group Award Specifications, the HN Notification of Changes to Unit/Group Award Specifications and Frameworks which is located on the SQA web site, the Unit Development Register, the HN Catalogue and the HN report on development work.

It is planned to develop new Assessment Supports Packs (ASPs) for these Units in the context of Travel and Tourism and Events within this financial year. Existing ASPs for the previous versions of the Units could be readily adapted for use with the new versions of the Units.

Should you require any more information regarding these revised Units, please do not hesitate to contact me.

Yours faithfully

Carol Hunter

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Qualifications Manager