

# Summary of changes from September 2016 - Workplace Assessed Core Skills Communication SCQF Level 5



SQA Accreditation has agreed a number of amendments to the following documents from September 2016:

- Unit Specification for Communication SCQF Level 5
- Assessment Support Pack for Communication SCQF Level 5
- Guide to Assessing Workplace Core Skills.

These changes address a number of anomalies and drafting errors within the previous versions of these documents. The revised documents can now be downloaded from our **Workplace Core Skills (3658) qualification documents webpage**.

## Changes to Communication (SCQF Level 5) Unit Specification

Amendment	Explanation
<p>Page 3, task statement</p> <p><b>Insert</b> word 'presents' into task statement:                      "Read, understand, and evaluate a document related to your work that presents and analyses factual content or <b>presents</b> a sustained point of view or central argument..."</p>	<p>This word has been accidentally omitted and is needed to make sense.</p>
<p>Page 4, task statement</p> <p><b>Amend</b> current statement as follows:                      "Produce a well-structured document, or a collection of related documents <b>that are concerned with the presentation and analysis of information and/or with developing an opinion or argument.</b>"</p>	<p>'several items of information' is part of the standard at level 4. The level 5 standard is more complex.                      'several opinions' is an error. The development of <i>one</i> opinion or argument is an option for writing through all levels of Core Skill Communication.</p>
<p>Page 4, last Bullet Point:</p> <p><b>Delete</b> "and convey your meaning at first reading".</p>	<p>This clause forms part of the standard at level 4 but should not be included at level 5.</p>
<p>Page 6 second line currently reads: "You will need <b>to</b> evidence to show that you have achieved all three tasks in this Unit."  <b>Delete</b> "to"</p>	<p>Typographical error.</p>
<p>Page 6, Task 2</p> <p>"Your document(s) <b>may</b> total 500 words or more."  <b>Delete:</b> 'may'  <b>Replace with:</b> 'must'.</p>	<p>The minimum word count is mandatory.</p>

## Changes to Communication (SCQF Level 5) Assessment Support Pack

Amendment	Explanation
<p>Page 7, first sentence of last paragraph:  <b>Delete:</b> “The communication should convey several sets of information and/or a clearly stated opinion”.</p> <p><b>Replace with:</b> “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.”</p>	<p>The “clearly stated opinion” text appears at level 4, it should not be part of the level 5 standard, which should instead refer to analysis and selection; or the development of opinion/idea.</p>
<p>Page 9, first sentence under the heading <i>Using consistently accurate spelling and punctuation</i>.  <b>Delete:</b> “It is important that words are spelled correctly so that the meaning is clear at the first reading and...”.</p> <p><b>Replace with:</b> “It is important that words are spelled consistently and accurately so that the document looks professional”.</p>	<p>The reference to “on first reading” relates to the level 4 standard and should not be included at level 5.</p>
<p>Page 9, last paragraph  <b>Delete:</b> “The main punctuation conventions should be followed, eg use of capital letters, full stops, commas, question marks, dashes, brackets, colons, and semi-colons.”</p>	<p>This sentence belongs to the level 4 standard. Consistent accuracy in the previous statement (amended above) already covers punctuation conventions and more.</p>
<p>Page 13, second sentence under the heading <i>Task 1: Reading</i>  <b>Delete:</b> “They must then show their understanding of the document by written, physical, or oral response.”</p> <p><b>Replace with:</b> “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>	<p>The original sentence describes level 3 or 4. The new statement matches level 5.</p>
<p>Page 13, first sentence under the heading <i>Task 2: Writing</i>  <b>Delete</b> “Candidates have to produce a document or a series of related documents”</p> <p><b>Replace with</b> “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>	<p>The emphasis at level 5 must be on production of “well structured” documents. That is part of the standard. “Presentation and analysis”, or “development of opinion” are also a requirement for level 5 Writing.</p>
<p>Page 14, last sentence under the paragraph headed <i>Writing</i>.  <b>Delete:</b> “A few errors may be present when candidates are using complex grammar or vocabulary but these should not be significant.”</p> <p><b>Replace with:</b> “Ideas and opinions will be developed and supported by evidence. Spelling, punctuation and grammar will be consistently accurate.”</p>	<p>The current text does not correctly represent the level 5 standard.</p>

Amendment	Explanation
<p>Page 14, under heading Speaking and listening, line four of paragraph: “The candidate must make a <b>significant</b> contribution” <b>Delete:</b> “significant”. Replace with “<b>substantial</b>”.</p>	<p>Replacement brings the ASP in line with the Unit Specification and the Guide to Assessing Workplace Core Skills document.</p>
<p>Page 19, Task 3, Speaking and listening, first line. <b>Delete:</b> Chose <b>Replace with:</b> Choose</p>	<p>Typographical error.</p>
<p>Page 19, Task 3, Speaking and listening After the opening line: “Choose either a discussion or presentation” insert a sub-heading <b>Discussion.</b> Page 21, before “The colleagues in your team have asked you...” insert a sub-heading <b>Presentation.</b> (The unnecessary space on page 20 could usefully be closed up between these two suggested tasks.)</p>	<p>Makes this section easier to understand – the headings appear to have been omitted.</p>
<p>Page 24 Task statement at top of table <b>Delete:</b> “Read and understand a work-related document”. <b>Replace with:</b> “Read, understand <b>and evaluate</b> a work-related document”</p>	<p>Evaluation is an essential component in this task.</p>
<p>Page 24 Bottom cell in table <b>Delete:</b> “Evaluated the document’s effectiveness in meeting its purpose and readers’ needs by content, style and format” <b>Replace with:</b> “Evaluated the document’s effectiveness in meeting its purpose and readers’ needs <b>by referring to</b> ♦ <b>content</b> ♦ <b>style</b> ♦ <b>format</b>”</p>	<p>This is currently not clearly explained and as a result centres produce insufficient evidence of evaluation.</p>
<p>Page 25, Task heading at the top of the table. <b>Delete:</b> “Task 2: Produce a document or related documents totalling 500 words or more that conveys several pieces of information, opinions or ideas.” <b>Replace with:</b> “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>”</p>	<p>Revised to ensure correct standard and consistency with the Unit and statements elsewhere in the ASP.</p>
<p>Page 25, the fifth requirement down. <b>Delete:</b> “Emphasised the main points in the piece of writing”</p>	<p>This requirement is already covered in the one listed two above.</p>

Amendment	Explanation
<p>Page 25, seventh requirement, at bottom of page.</p> <p><b>Delete:</b> “Consistently used spelling and punctuation that was accurate enough to convey meaning on first reading”</p> <p><b>Replace with:</b> “Used spelling and punctuation that was consistently accurate”</p>	<p>Again, the term “convey reading on first reading” should be included at level 4 but not level 5.</p>
<p>Page 26, top of page.</p> <p><b>Delete:</b> “Spelt words correctly”</p>	<p>This statement is superfluous as it is already covered in the requirement listed above it.</p>
<p>Page 27, task statement at top of page</p> <p><b>Delete:</b> “Take part in a straightforward discussion ...”</p> <p><b>replace with:</b> “Make a substantial contribution to a discussion ...”</p>	<p>Previous statement meets standard for level 4. Revised statement meet standard for level 5.</p>
<p>Page 27, Last requirement listed at bottom of page.</p> <p><b>Delete:</b> “Listened carefully to any questions and responded accordingly”</p>	<p>This requirement should be listed as part of the standards for ‘Listening’ rather than ‘Speaking’ and is already covered on page 28 final box.</p>

## Changes to Guide to Assessing Workplace Core Skills

Amendment	Explanation
<p>Page 4, statement in cell for Writing at Level 5.</p> <p><b>Delete</b> “Produce a document ... aspects of a subject.”</p> <p><b>Replace</b> with “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>”</p>	<p>“Well-structured” is a key part of the standard at level 5, as is presentation/analysis and/or a developed opinion or argument.</p>
<p>Page 4, statement in cell for Writing at Level 6</p> <p><b>Delete:</b> “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.”</p> <p><b>Replace</b> with: “Produce a well-structured document, or a collection of related documents totalling 700 words or more, 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.”</p>	<p>The developed statement is needed to express the standard for level 6.</p>
<p>Page 4, statement in cell for Speaking &amp; Listening at Level 6</p> <p><b>Delete:</b> “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.”</p> <p><b>Replace</b> with: “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.”</p>	<p>Current statement, apart from the duration, is level 5 standard.</p> <p>New statement matches level 6.</p>