

Unit Title:	Speak (English/French/German/Italian/Spanish/Mandarin Chinese) using predictable language in familiar work situations
Level:	1
Credit value:	3
Guided learning hours:	23

Unit purpose and aim

The aim of this unit is to enable the candidate to speak predictable (English/French/German/Italian/Spanish/Mandarin Chinese) in the context of familiar work situations.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p>The Learner will:</p> <p>1 Be able to maintain social contact by speaking (.....)</p>	<p>The Learner can:</p> <p>1.1 Use appropriate phrases for:</p> <ol style="list-style-type: none"> greetings introductions thanking apologising leave taking <p>1.2 Use strategies to maintain conversation</p> <ol style="list-style-type: none"> say whether he/she has understood or not check that the listener has understood ask for repetition and explanation <p>1.3 Use key spoken/signed and non verbal polite conventions</p>	<p>The Learner can use and recognise the following:</p> <ul style="list-style-type: none"> K1 Simple set phrases and common words in everyday use K2 Common words used in the workplace K3 Simple everyday connectors (and, but also) K4 Common set phrases expressing politeness (eg introductions and greetings, forms of address, leave-taking, mealtime conventions)

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
2 Be able to communicate by speaking a limited range of words and simple sentences in a range of predictable and familiar situations	2.1 Express in simple terms <ol style="list-style-type: none"> a. simple questions b. simple facts or answers to questions c. simple requests d. simple invitations e. simple wishes or needs f. simple opinions 2.2 Speak accurately enough to be understood 2.3 Pronounce the language clearly enough to be understood	<ul style="list-style-type: none"> • K5 Days of the week, months, time, yesterday, today, tomorrow • K6 Simple numerical terms (eg 1-100, prices, 24 hour clock, dates) • K7 Some common verbs (I, you, he, she, they) • K8 Simple ways to distinguish past, present and future events (eg using 'yesterday' or verb forms if appropriate)
3 3. Be able to use a simple range of vocabulary	3.1 Use: <ol style="list-style-type: none"> a. simple everyday vocabulary b. key work terms c. simple connectors d. common set phrases expressing politeness e. simple expressions of time f. simple numerical data (1-100, 24 hour clock, dates) 	<ul style="list-style-type: none"> • K9 Simple ways to make positive and negative • K10 Common questions (eg Where? What time? Why? How many? What? Do you...?) • K11 Simple ways to give an opinion (eg Its good, I like/ prefer) ask permission (Please can I...?) give orders or instructions (Sit down! This way! Look!)
4 Be able to use a simple range of grammatical forms	4.1 Use simple grammatical forms <ol style="list-style-type: none"> a. common regular and irregular verbs b. references to past, present and future c. simple negative forms d. common instructions e. common questions f. simple ways of expressing opinions 	<ul style="list-style-type: none"> • K12. Key everyday non-verbal polite conventions (greeting, spatial distance, touch, eye-contact)
5 Be able to use reference sources	5.1 Use reference sources to find out or confirm meaning of words in predictable speech	<ul style="list-style-type: none"> • K13. How to use and check reference sources to find out or confirm meaning or accuracy (eg glossaries, phrasebooksdictionaries, verb tables, simple on-line resources)

Guidance on assessment and evidence requirements

Assessment of performance

Qualifications based on The UK Occupational Language Standards accredit candidates' ability to use their language skills for work. Assessment should therefore focus on the practical language skills and language knowledge they need to be able to carry out their work effectively. Assessment may take place through:

- direct observation of the candidate
- scrutiny of recorded or written material.

It may also be appropriate for **part** of the assessment to include witness testimony from others who either have the language skills to testify or who have seen the outcome of the candidate's language skills. Knowledge of grammar and vocabulary should mainly be assessed through practical use. However, a small amount of additional testing may be appropriate to ensure knowledge is secure.

Simulation

In the workplace

Candidates may be working in environments which require confidentiality, or where the language assessed is not being used on a regular basis. Assessors may be language trainers not based in the workplace. It may therefore not be possible to assess candidates' competence through normal working practice. In these situations, assessment in a simulated environment is acceptable.

In the classroom

- Language can occur naturally even though the environment may be simulated (e.g. set up by a trainer in the classroom). Simulations must be aligned to the potential or actual workplace environment. This will include social situations.

Meeting individual needs

- It is important that where assessment is not taking place at work, simulations are relevant to the needs of the candidates, and their reason for learning the language.
- The four skills are assessed individually (though they may be linked), to allow candidates to achieve in different skills at different levels, or to take some skills and not others.
- Candidates with learning difficulties and/or disabilities are positively encouraged to make use of qualifications based on the UK Occupational Language Standards. Assessors will need to be flexible in their approach to assessment methods, to suit individual circumstances.
- Some candidates may be unable to follow/recognise all cultural conventions because of a disability. In these cases, a common sense approach is needed, and a discussion with the awarding body if in doubt.

- Building a portfolio allows candidates to take assessments when they are ready, and candidates will need different levels of support in order to reach the level.
- The key question for the assessor should always be:

Would the candidate be able to use the language successfully in the workplace at the level required?

Minimum evidence requirements

Learning outcomes and assessment criteria for the NVQ units are based on the 2010 UK Occupational Language Standards performance criteria and Knowledge criteria. The UK Occupational Language Standards provide useful additional guidance, and should be used in conjunction with the qualification units.

All assessment criteria must be fully met.

In practice, this means that all will have been fully covered at least once, and many much more, in order to cover an adequate range of use. Where assessment takes place through simulated assignments, it is good practice (and more efficient) for the skills to be linked together, as they might be in the workplace. A single situation might give rise to a number of linked tasks.

- **All** evidence for assessment criteria relating the performance criteria of the UKOLS must be gathered through the relevant skill for that unit (Understand, Speak/Sign, Read or Write).

At least one example for each of the Assessment criteria relating to vocabulary and grammatical forms must be gathered through the relevant skill. However, as these derive from the Knowledge section of the UKOLS, which is common to all four skills, further examples may be gathered across other skills and, if appropriate, through questioning or testing

Speaking/Productive skills

- Evidence must be drawn from communication in a range of situations, work and social.
- Face to face and interactive situations must be included (this will allow collection of evidence for Understanding as well).
- For spoken languages, use of the telephone should be included from level 2 (and may be included before).
- Recorded evidence is intended as a sample of the candidate's work (not the only speaking/signing they do) and the length will vary according to the speed and confidence of the candidate's delivery and the length of others' contributions. As a very rough guide, recorded material might last four minutes at Entry level; seven at level 1; ten at level 2; twenty at level 3; thirty at level 4 and forty five at level 6. **However, it is far more important that the assessment criteria have been fully met.**

You should refer to the 'Admin Guide: Vocational Qualifications (A850)' for Notes on Preventing Computer-Assisted Malpractice.