Changes needed in the Workplace Assessed Core Skills documentation – August 2016.

The following tables outline the changes suggested by the SQA Awarding Body in relation to the Workplace Assessed Core Skills Units, ASPs and Guidance Document.

<u>Communication (SCQF Level 5) – Unit Specification</u>

Change required	Reason
Page 3, task statement **Insert** word 'presents' into 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..."	This word has been accidentally omitted and is needed to make sense.
Page 4, task statement **Amend** current statement 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."	'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 *one* opinion or argument is an option for writing through all levels of Core Skill Communication.
Page 4, last Bullet Point: **Delete** "and convey your meaning at first reading".	This clause forms part of the standard at level 4 but should not be included at level 5.
Page 6 second line currently reads: "You will need to evidence to show that you have achieved all three tasks in this Unit." **Delete** "to"	Typographical error.
Page 6, Task 2 "Your document(s) may total 500 words or more." **Delete:** 'may' **Replace with**: 'must'.	The minimum word count is mandatory.

Communication (SCQF Level 5) – Assessment Support Pack

Change required	Reason
Page 7, first sentence of last paragraph: **Delete:** "The communication should convey several sets of information and/or a clearly stated opinion". **Replace with:** "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."	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.
Page 9, first sentence under the heading *Using consistently accurate spelling and punctuation.* **Delete:** "It is important that words are spelled correctly so that the meaning is clear at the first reading and…". **Replace with:** "It is important that words are spelled consistently and accurately so that the document looks professional".	The reference to "on first reading" relates to the level 4 standard and should not be included at level 5.
Page 9, last paragraph **Delete:** "The main punctuation conventions should be followed, eg use of capital letters, full stops, commas, question marks, dashes, brackets, colons, and semi-colons."	This sentence belongs to the level 4 standard. Consistent accuracy in the previous statement (amended above) already covers punctuation conventions and more.
Page 13, second sentence under the heading *Task 1: Reading* **Delete:** "They must then show their understanding of the document by written, physical, or oral response." **Replace** with: "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."	The original sentence describes level 3 or 4. The new statement matches level 5.
Page 13, first sentence under the heading *Task 2: Writing* **Delete** "Candidates have to produce a document or a series of related documents"	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.

Replace with "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."	
Page 14, last sentence under the paragraph headed *Writing.* **Delete:** "A few errors may be present when candidates are using complex grammar or vocabulary but these should not be significant." **Replace with:** "Ideas and opinions will be developed and supported by evidence. Spelling, punctuation and grammar will be consistently accurate."	The current text does not correctly represent the level 5 standard.
Page 14, under heading Speaking and listening, line four of paragraph: "The candidate must make a significant contribution" **Delete:** "significant". Replace with "substantial".	Replacement brings the ASP in line with the Unit Specification and the Guide to Assessing Workplace Core Skills document.
Page 19, Task 3, Speaking and listening, first line. **Delete:** Chose **Replace with:** Choose	Typographical error.
Page 19, Task 3, Speaking and listening After the opening line: "Choose either a discussion or presentation" insert a sub-heading **Discussion.** Page 21, before "The colleagues in your team have asked you...' insert a sub-heading **Presentation.** (The unnecessary space on page 20 could usefully be closed up between these two suggested tasks.)	Makes this section easier to understand – the headings appear to have been omitted.
Page 24 Task statement at top of table **Delete:** "Read and understand a work-related document". **Replace with**: "Read, understand and evaluate a work-related document"	Evaluation is an essential component in this task.

Page 24 Bottom cell in table **Delete:** "Evaluated the document's effectiveness in meeting its purpose and readers' needs by content, style and format" **Replace with:** "Evaluated the document's effectiveness in meeting its purpose and readers' needs by referring to ♦ content ♦ style ♦ format	This is currently not clearly explained and as a result centres produce insufficent evidence of evaluation.
Page 25, Task heading at the top of the table. **Delete:** "Task 2: Produce a document or related documents totalling 500 words or more that conveys several pieces of information, opinions or ideas." **Replace with:** "Task 2: Produce a well structured document or a collection of related documents totalling 500 words or more that presents and analyses information and/or develops an opinion or argument."	Revised to ensure correct standard and consistency with the Unit and statements elsewhere in the ASP.
Page 25, the fifth requirement down. **Delete:** "Emphasised the main points in the piece of writing"	This requirement is already covered in the one listed two above.
Page 25, seventh requirement, at bottom of page. **Delete:** "Consistently used spelling and punctuation that was accurate enough to convey meaning on first reading" **Replace with:** "Used spelling and punctuation that was consistently accurate"	Again, the term "convey reading on first reading" should be included at level 4 but not level 5.
Page 26, top of page. **Delete:** "Spelt words correctly"	This statement is superfluous as it is already covered in the requirement listed above it.
Page 27, task statement at top of page **Delete:** "Take part in a straightforward discussion ..." **replace with:** "Make a substantial contribution to a discussion ..."	Previous statement meets standard for level 4. Revised statement meet standard for level 5.

| Page 27, Last requirement listed at bottom of page.

Delete: "Listened carefully to any questions and responded accordingly" | This requirement should be listed as part of the standards for 'Listening' rather than 'Speaking' and is already covered on page 28 final box. |

Guide to Assessing Workplace Core Skills – August 2008

Change required	Reason
Page 4, statement in cell for Writing at Level 5. **Delete** "Produce a document … aspects of a subject." **Replace** with "Produce a well-structured document or a collection of related documents totalling 500 words or more that presents and analyses information and/or develops an opinion or argument."	"Well-structured" is a key part of the standard at level 5, as is presentation/analysis and/or a developed opinion or argument.
Page 4, statement in cell for Writing at Level 6 **Delete:** "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." **Replace** 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."	The developed statement is needed to express the standard for level 6.
Page 4, statement in cell for Speaking & Listening at Level 6 **Delete:** "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** 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."	Current statement, apart from the duration, is level 5 standard. New statement matches level 6.