

Work Experience 5N1356	1. Examine work organisations and personal career opportunities in a particular vocational area, to include consideration of work-related issues and needs	2. Analyse key challenges and opportunities facing a particular vocational area	3. Summarise the basic rights and responsibilities of employees and employers in a particular work, organisational or institutional context, to include health, safety and welfare at work, equality legislation, union representation and regulations relating to pay	4. Compile a personal and vocational skills audit and career plan for a specific vocational area, to include goals and action points for the period of work experience	5. Present relevant work experience material, to include a CV or personal statement, letter of application, evidence of job-finding skills, skills checklist, statement of learning goals, contractual arrangements	6. Participate effectively in work experience to include observation of good timekeeping, working independently while under general direction, meeting deadlines, personal presentation, communication, adherence to health, safety and other relevant regulations	7. Demonstrate effective communication skills in the workplace, to include personal, interpersonal and technological communication skills	8. Reflect on workplace experiences, to include feedback by supervisor(s) or mentor(s) on personal performance and challenges such as conflict, criticism, meeting new people and learning in relation to quality management	9. Explore options for future education, training and employment in light of work experience
Communications 5N0690									
1. Analyse a range of current issues in communications and information technology									
2. Summarise in practical terms the elements of legislation that must be observed in a personal and/or work context, to include health, safety and welfare at work and communications-related legislation									
3. Use appropriate non-verbal and visual communication in personal- and work-related settings, to include one-to-one, in a group/team, and in formal and informal interaction									
4. Demonstrate verbal skills appropriate to working under general direction, to include making a case and presenting a point of view in group discussion, formal meetings, interviews									
5. Demonstrate listening skills appropriate to working under general direction, to include making eye contact, receiving and interpreting information, control of personal response									
6. Use reading techniques appropriate to a task, to include skimming, obtaining an overview, identifying key points, critical evaluation, in depth analysis									
7. Critique information from a range of complex written material, to include technical/ vocational, personal, literary, and written and visual media texts									
8. Research a relevant vocational topic, to include use of primary and secondary sources, acknowledgement of sources, use of enquiry techniques and methods to establish validity and reliability									
9. Use drafting, proofreading and editing skills to write a range of documents that follow the conventions of language usage (spelling, punctuation, syntax), to include creative writing, business proposals, correspondence, reports, memoranda, minutes, applications					✓				
10. Demonstrate communications styles and techniques relevant to different situations in work and leisure, to include one-to-one and group contexts in conversation, interview, oral presentation, question and answer session and for the purposes of persuading, advocacy and informing									
11. Choose the appropriate communications technology to give and receive requests, instructions, suggestions, discussion and feedback in both work and leisure, to include a rationale for choosing one technology over another in different contexts and for different messages.									