



Communications

Module Code G30001

Purpose This module is intended for participants in Level 6 vocational education and training. It offers learners an opportunity to reflect on the nature of human communication and on their own individual competence as communicators. It encourages learners who may already be practiced and experienced communicators to explore ways of developing and refining existing skills to their full potential, in both professional and private life.

Communication skills are highly valued in the workplace and range beyond exclusively vocational needs. This module recognises that the acquisition of these skills is a life-long process which plays a vital role in personal and professional development and fulfilment.

General Aims This module aims to enable the learner to:

- ✓ heighten an awareness of the essential role played by communication in human interaction
- ✓ understand the communicative principles and practices involved in gathering and relaying information
- ✓ analyse the nature and theory of communication
- ✓ explore varieties of non-verbal communication
- ✓ acquire the skills and confidence required to encode and decode meaning, in writing, verbally and visually
- ✓ enhance and refine interactive skills and qualities.

The module comprises 6 **Core Units** and 1 **Specialist Unit**. The Specialist Unit chosen must relate to the vocational area being studied.

Core Units

Unit 1	Information Gathering
Unit 2	The Communication Process
Unit 3	Non-verbal Communication
Unit 4	Aural and Oral Skills
Unit 5	Reading and Writing Skills
Unit 6	Interactive Skills

continued over



Specialist Units

Unit 7 **Tele-Communicative Skills**

Unit 8 **Mass Communication**

Unit 9 **Technical Presentation Skills**

Assessment All assessment is carried out in accordance with FETAC regulations. Assessment is devised by the internal assessor, with external moderation by FETAC.

Summary Oral Skills 30%
 Case Study 25%
 Portfolio of Coursework 25%
 Specialist Vocational Skills 20%

