

## Component Specification

<b>Component title</b>	Writing
<b>Award type</b>	Minor
<b>Component code</b>	M1C02
<b>Level</b>	1
<b>Credit value</b>	5
<b>Purpose</b>	<p>This award recognises elementary knowledge, skill and competence in writing and approaching personal and socially relevant writing tasks.</p> <p>It provides credit towards the <b>Level 1 Certificate in General Learning and the Level 1 Certificate in Communications.</b></p>
<b>Learning outcomes</b>	<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li><b>(W1)</b> Write some familiar words for different purposes, e.g. <i>own name and address</i></li> <li><b>(W2)</b> Transcribe simple information in specific order, e.g. <i>phone number, days of the week</i></li> <li><b>(W3)</b> Write for different personal and socially relevant audiences, e.g. <i>personal shopping list/reminder, sending a card/postcard, sending a text message, competition entry</i></li> <li><b>(W4)</b> Use some rules of writing appropriately, e.g. <i>use of capital letters to start a sentence, write a sentence correctly</i></li> </ul>
<b>Transfer</b>	Learners who successfully complete this component are eligible to transfer to programmes leading to other awards at Level 1 as appropriate to the requirements for the specific named award.
<b>General assessment requirements</b>	See Assessment Guidelines for Providers. The Guidelines describe the assessment technique (s) identified below.
<b>Specific assessment requirements</b>	In order to demonstrate they have reached the standards of knowledge, skills and competence outlined in this component, learners are required to complete a collection of work/portfolio.
	<p><b>Evidence</b></p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• At least three pieces of written evidence, including one that is for another reader</li> <li>• Tutor verification, where written text is produced by diverse methods including technology, this should be clearly signed off by the tutor</li> </ul>

(Issued: November 2006)

**Grading**

The achievement of awards at Level 1-3 are graded as follows:

**Successful** indicates that the learner has achieved **all** the learning outcomes, within a narrow range of predictable and structured contexts.

**Referred** indicates more learning is required to enable satisfactory achievement of one or more learning outcomes.

**Specific validation requirements**

All quality assurance registered providers wishing to offer programmes leading to this award should have the appropriate and sufficient resources in place or allocated prior to submitting an application for programme validation.

All applications for programme validation with regard to components should identify the certificate or certificates that the learner can overtime achieve.

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