

Certificate Specification

Level 1 Certificate in Communications

[Code P1C00]

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1. Introduction

The Further Education and Training Awards Council is the single national awarding body in further education and training in Ireland. It is responsible for determining the standards for named awards at levels 1 to 6 on the National Framework of Qualifications. All named awards are devised in line with the National Qualifications Authority of Ireland's determinations and guidelines.

2. The National Framework of Qualifications

The National Framework of Qualifications comprises 10 levels ranging from initial learning (level 1) to the most advanced levels of learning (level 10).

At each level there are one or more award types. An award type is a grouping of awards that share similar features and level. The National Qualifications Authority of Ireland has determined Award Type Descriptors for each award type. See www.nqai.ie. The Award Type Descriptor identifies the key strands and sub-strands of knowledge, skill and competence for that award type.

3. Guide to Level 1

An award at **Level 1** reflects **elementary** learning and the capacity to carry out routine tasks in familiar environments, with support. Award holders are learning to access and use a range of learning resources and are becoming aware of personal attributes.

The award provides enhanced recognition of the learners own skills, abilities and talents.

The strands, sub strands and nature of learning at level 1 are identified below:

Strand	Sub-strand	Nature of learning
Knowledge	Breadth	Elementary Knowledge
	Kind	Demonstrable by recognition or recall
Skill	Range	Demonstrate practical skills, and carry out directed activity using basic skills
	Selectivity	Perform processes that are repetitive and predictable
Competence	Context	Act in closely defined and highly structured contexts
	Role	Act in a limited range of roles
	Learning to Learn	Learn to sequence learning task and to access and use a range of learning resources
	Insight	Begin to demonstrate awareness of independent role for self
<i>Extract from the Determinations for the Outline National Framework of Qualifications. National Qualifications Authority of Ireland.</i>		

4. FETAC Awards

FETAC makes four types of awards: major, minor, special purpose and supplemental.

A **major award** is the principal class of award made at each level. It represents a significant volume of learning outcomes. A major award will prepare learners for employment, participation in society and community and access to higher levels of education and training.

A **Certificate** will be awarded to all learners who successfully complete the major award requirements at levels 1-5 and an **Advanced Certificate** will be awarded at level 6.

All major awards comprise a combination of minor and/or special purpose awards. The learner must successfully achieve all the stated requirements in order to achieve the major award.

Learners may accumulate the appropriate minor and special purpose awards over time to achieve the major award.

A **minor award** is an award that is derived from and must link to at least one major award. Minor awards are smaller than their parent major award(s). Achievement of a minor award provides for recognition of learning that has relevance and value in its own right. A minor award is referred to as a **Component**.

A **Component Certificate** will be awarded to all learners who successfully complete one or components (i.e. minor awards) but not the full or particular requirement for the certificate.

A **Special Purpose** award is made for specific relatively narrow purposes.

A **Specific Purpose Certificate** will be awarded to all learners who successfully complete the award requirements.

A **Supplemental Award** is an award to recognise learning which involves updating / up-skilling and or continuing education and training with specific regard to occupations.

A **Supplemental Certificate** will be awarded to learners who successfully complete the award requirements.

5. Award Specifications

FETAC determines the standards for all awards in partnership with relevant stakeholders. The Level 1 Certificate in Communications was developed with the assistance of a Level 1 and Level 2 Expert Working Group established in 2004.

Standards are published in the form of award Specifications.

A **Certificate Specification** is published for each named **major award**.

A **Component Specification** is published for each named **minor award**. Please note that each component (i.e. minor award) is associated with one or more certificates (i.e. major award).

A **Specific Purpose Specification** is published for each **special purpose award**.

A **Supplemental Specification** is published for each **supplemental award**.

A Specification is devised in respect of each named award. Each Specification provides a comprehensive description of the features, characteristics and standards of the award.

Standards are expressed in terms of **learning outcomes** i.e. concise statements of what the learner is expected to know or be able to do in order to achieve that award.

The learning outcomes for certificates (i.e. major awards) are contained within the associated Component Specifications.

6. Navigating the Certificate Specification

Section 7 of this Certificate Specification outlines the details and requirements for the **Level 1 Certificate in Communications**. The details and requirements for the associated **components** can be found at www.fetac.ie.

7. Certificate details

Certificate Title	Level 1 Certificate in Communications
Award Type	Major
Code	P1C00
Level	1
Credit value	20
Purpose	<p>This certificate is multi purpose. The knowledge, skill and competence acquired are relevant to personal development and participation in society, community and employment. The certificate provides a basis for progression.</p> <p>The award recognises elementary knowledge, skill and competence in relation to communications in the personal preferred communicative and learning style(s). It also reflects a capacity to use some learning resources and the ability to identify personal learning strengths in relation to communications, and supports the development of enhanced personal confidence and motivation.</p>
General statements of knowledge, skill and competence	<p>The certificate recognises:</p> <ul style="list-style-type: none">• A small range of elementary knowledge• The performance under direction, of activities and processes which are repetitive and predictable• The ability to sequence learning tasks and to use some learning resources• Initial awareness of an independent role for self <p>The learning outcomes associated with this award are outlined in the associated Component Specifications.</p>
Access	No previous knowledge, skill, competence or qualification is required
Transfer	Learners who successfully complete one or more components associated with this Certificate are eligible to transfer to programmes leading to other Certificates at the same level on the National Framework of Qualifications subject to the requirements of the other awards.
Progression	Learners who successfully complete this Certificate are eligible to progress to programmes leading to awards at the next level on the National Framework of Qualifications.

8. Certificate requirements

In order to achieve the **Level 1 Certificate in Communications** learners must achieve:

a minimum of three of the following components:

Codes		Credit	Level
M1C03	Listening and Speaking	5	1
M1C04	Non-Verbal Communications	5	1
M1C01	Reading	5	1
M1C02	Writing	5	1

and

Additional components to a minimum of 5 credits.

This may include 5 credits at level 2.

All Component Specifications are available at
www.fetac.ie.

9. Europass Certificate Supplement

The Europass Certificate Supplement is a European initiative that provides supplementary information about a certificate for example, the award level, the awarding body, access/progression and a broad description of the standards.

The purpose is to supplement the information on a certificate and facilitate employers and learning institutions in making recruitment and/or selection decisions.

Its purpose is to promote transparency across Europe and remove obstacles to occupational and geographic mobility for award-holders.

The Certificate Supplement corresponding to the Level 1 Certificate in Communications is currently being drafted.

10. Validation

While FETAC is responsible for setting the standards for awards, the provider is responsible for the design of the learning programme.

All quality assured registered providers wishing to offer programmes leading to this award should complete and forward a Programme Validation Application Form to FETAC.

11. Supporting documentation

For further information please see the following documents:

Assessment Guidelines for Providers.

Programme Validation Levels 1 and 2 Guidelines for Providers.