

Component Specification

Component title	Writing
Award type	Minor
Component code	M2C02
Level	2
Credit value	5
Purpose	<p>This award recognises basic knowledge, skill and competence in writing and approaching personally meaningful simple writing tasks, under direction, within a variety of familiar and well supported contexts.</p> <p>It provides credit towards the Level 2 Certificate in General Learning.</p>
Learning outcomes	<p>The learner will be able to:</p> <ul style="list-style-type: none">(W1) Write notes and messages needed for simple tasks, e.g. <i>addressing an envelope, writing a cheque</i>(W2) Write, including drafting, at least five sentences so that they convey meaning or information, e.g. <i>to a friend arranging a meeting or giving directions</i>(W3) Use the rules of writing appropriately, e.g. <i>spelling familiar words accurately, checking the spelling of less familiar words, using capitals and full stops</i>(W4) Use a range of different forms of writing to suit purpose and audience, e.g. <i>instructions involving three steps, a short journal entry on an event or experience</i>
Transfer	Learners who successfully complete this component are eligible to transfer to programmes leading to other awards at Level 2 as appropriate to the requirements for the specific named award.
General assessment requirements	See Assessment Guidelines for Providers. The Guidelines describe the assessment technique (s) identified below.

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Specific assessment requirements 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.

Evidence

This may include:

- At least three pieces of written evidence, including one that is for another reader, and that is substantively correct, showing awareness of structure and spelling, supported by a draft. Different audiences might include a handwritten communication to a friend, and something for personal use. Drafting might be evident in at least one instance.

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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