

## **Programmes Objectives**

### **QQI Level 5 Communications 5N0690**

The purpose of this course is to prepare the Learner to acquire communication skills relevant to vocational and personal development.

## **Learning Outcomes**

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.

## **Assessment/Exams/Skill Demonstration**

Collection of Work (50%) Skill Demonstration x5 (50%)

## **Duration**

10 X Days (one per week) plus self-directed fully supported learning

## **Learner Progression**

Learners who successfully complete this course may use the associated credits towards a Major Award.

**For further information please call us on (01) 802 0417**