

Curriculum for English and Soft Skills component for all NVQ courses

This course is intended to provide students on other courses with basic employment skills. The curriculum ensures development of competencies, in addition to those related to their field of employment, that will enable them to work productively.

All recent studies make it clear that one of the greatest problems noted with regard to the employability of students in this sector is with regard to English. The need of more soft skills has also been accepted. However it should also be noted that the latest ILO study indicates that wider cognitive skills too are lacking, in the sense of conceptualization skills.

This curriculum, which is to be used on all NVQ courses, and is advised for other courses in the sector too, is divided into five sections, which cover English as well as two aspects of soft skills. At least a third of the course should deal with development of soft skills. Teachers are advised to start each lesson in this curriculum with an ice-breaker exercise, for instance to strengthen concentration, ensure responsiveness, encourage speaking and self-confidence.

A textbook has been prepared for the course, and against learning outcomes the page on which exercises to promote these are available is noted. Teachers however are encouraged to develop other exercises to fulfil the purpose, and to adapt these as appropriate. Students should also be requested to maintain individual portfolios in which they record what they have learnt. Teachers should also ensure study and practice outside class hours, and also introduce project work which should be done in groups outside the classroom.

Students should work on as much of the prescribed textbook as is possible, with judicious selection of what can be omitted, and what needs greater time allocation. It should be possible to ensure in the time allotted that the basic competencies given here are acquired, though entrenching them may be more difficult because there will be little time to practice. However, given that many courses are of more than 3 months duration, even at Level 3, it is hoped that students will derive the benefits anticipated.

Module Title	Course Duration
Career Skills including English Communication	At least 60 hours

Objectives of this module

This module is compulsory in all NVQ Level 2 courses. It develops oral communication skills in English and helps students to prioritize their work and develop routines that contribute to efficiency

Competencies to be covered

1. Understand and use simple expressions to communication

This subject provides the necessary communication skills so that students can introduce themselves and interact with others, and can respond to simple questions and follow simple instructions, describe people, places, tools.

2. Read and write effectively

This subject provides the necessary skills to find and understand the information given in a text, to understand notices, instructions and information, to take down short messages and write simple descriptions

3. Use English correctly

This subject is not taught separately but is included in the development of the productive and receptive skills above, since awareness of the structure of the language is necessary for these The development of appropriate vocabulary is also targeted to deploy the above skills

4. Develop the capacity to think and plan productively

This subject develops cognitive abilities and skills with regard to effective work, with strengthening of thinking skills, recognition of systems, making deductions etc

5. Develop effective working capacity

This subject develops the capacity to work effectively individually and in collaboration with others through building the sense of individual responsibility, and accountability within a working group
