

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.

Curriculum for English and Soft Skills component for all NVQ level 5 courses

This course is designed to facilitate students entering the world of work with the basic competencies necessary to enable them to move swiftly to positions of responsibility requiring initiative and good presentation skills. Note that before the course begins revision of the competencies that were prescribed for NVQ Level 3 and 4 courses is necessary.

This course should also be used for students on NVQ Level 6 courses, pending curriculum review of that Level.

At the end of this course students should be able to

- Communicate effectively through understanding and practice of the most effective way of
 - Expressing opinions, agreeing and disagreeing
 - Listening productively
 - Focusing attention
 - Making effective presentations, including through Power Point, and interactive means and software
 - Conducting and participating in discussions
 - Consulting so as to prepare programmes and itineraries

- Read with understanding and write effectively at appropriate levels and in particular effectively
 - Write CVs
 - Reply to advertisements and inquiries
 - Prepare an itinerary
 - Fill forms
 - Take notes and keep minutes/ records
 - Understand and use conditional sentences

- Students should understand the structure of English so as to use it effectively, with regard to

Passive voice The

Perfect Tense

Reported Speech

Noun Clauses

Use of Participles

Less common tenses – Past Continuous, Past Perfect

Phrasal verbs

Prepositional Phrases, Adjectival and

Adverbial Participial Phrases

Gerunds

Conditional Sentences

- Students should further develop cognitive abilities and skills with regard to effective work, with strengthening of the capabilities developed at previous levels. They should also

Identify appropriate skills for particular tasks

Understand and be able to practise categorization with appreciation of differences

Work with maps and graphic information, in particular digital information streamed via the Internet and in digital fashion

- Students should develop the capacity to work effectively on their own and in harmony with others, with strengthening of the capabilities developed at previous levels. They should develop heightened awareness of the need to

Fulfil responsibilities

Do reference work

Practice Presentation Skills, alone and in teams

Coordinate with others, while understanding different priorities

Understand the need for conflict resolution and develop appropriate negotiating skills

Have goals in mind and evaluate degree of success

Textbook – Advancing Career Skills

Assessment

The course will be assessed through formative assessments for 50% of the total mark. This will include

10% for classroom participation

10% for oral responses to questions

10% for short quizzes testing English as well as cognitive skills

There should be several tests during the course and the best three marks should be taken into account

10% for a group project with a report

10% for an individual project with a report

A summative test for 50% inclusive of an oral component for 20% will be conducted at the end of the course.