

## Essential Skills Wales

### **COMMUNICATION**

#### **Important notes:**

1. Each level of the skill incorporates and builds on the previous levels.
2. This document must be read in association with the documents 'Amplification of evidence requirements' and 'Communication Mandatory Definitions' which provide mandatory detail about each component and are a constituent part of the standards.

#### **Level 4**

This is about demonstrating your skills in:

- developing a strategy for using communication skills
- monitoring your progress and adapting your strategy as necessary
- presenting the outcomes of your work
- evaluating your overall strategy

**NB** You must produce evidence of meeting the requirements of C4.1, C4.2 and C4.3 in the context of one activity.

#### **C4.1 Developing a strategy**

**You must provide evidence that you can:**

##### **C4.1.1**

Develop a strategy for using communication skills over an extended period of time.

**In order to show that you are competent, you need to know how to:**

- clearly identify the outcomes you hope to achieve
- plan your use of communication skills over an extended period of time
- make a reasoned choice of methods for achieving the quality of outcomes required, including collating and recording information
- identify relevant sources of information, including people and reference material, and research the information you need.

#### **C4.2 Monitoring progress**

**You must provide evidence that you can:**

##### **C4.2.1**

Monitor your progress and adapt your strategy, as necessary, to achieve the quality of outcomes required in work involving at least:

- **one** group discussion about a complex subject
- **one** document of at least 1,000 words about a complex subject.

**In order to show that you are competent, you need to know how to:**

- evaluate information obtained from discussions with others and from reference material, identifying opinion, possible bias and distortion of information when making judgements
- synthesise information by identifying the various arguments and presenting your own interpretation in a way that brings together information coherently
- communicate relevant information about complex subjects accurately and in a form, structure and style that suits your purpose
- take a lead role in group discussions, clearly structuring what you say and using appropriate vocabulary, intonation and emphasis to make your points
- write extended documents, structuring the material and presenting arguments and information in a logical sequence, and ensure that spelling, punctuation and grammar are correct
- respond perceptively to contributions from others
- monitor and critically reflect on your use of communication skills including:
  - obtaining feedback from others
  - noting choices made and judging their effectiveness
- adapt your strategy as necessary to overcome difficulties and produce the quality of outcomes required.

### **C4.3 Presenting outcomes and evaluating strategy**

**You must provide evidence that you can:**

#### **C4.3.1**

Present the outcomes of your work, using at least **one** formal oral presentation.

#### **C4.3.2**

Evaluate the effectiveness of your strategy and identify ways to further develop your communication skills.

**In order to show that you are competent, you need to know how to:**

- organise and clearly present relevant information, including your outcomes, illustrating what you say by making comparisons, providing examples that relate to the interests of the audience
- use a variety of verbal, visual and other techniques to illustrate complex points in ways that suit your purpose, subject and audience
- vary your use of vocabulary and grammatical expression to convey particular effects, enable fine distinctions to be made, achieve emphasis and engage your audience
- evaluate the effectiveness of your strategy, identifying factors that had an impact on the outcomes
- identify ways to further develop your communication skills.

### **Access statement**

Candidates with particular disabilities may be unable to show that they are competent by providing all their evidence in the form specified in these standards.

For such candidates, reasonable adjustments to the evidence requirements may be allowed in appropriate circumstances. In some cases, exemptions may be permissible. Further detail on reasonable adjustments and exemptions for candidates with particular disabilities can be found in a separate amplification document.