

Domain	FOUNDATION COMMUNICATION SKILLS	Unit ID: 1150
Title:	Apply basic reading skills in a workplace environment	
Level: 1		Credits: 3

Purpose

This unit standard specifies the competencies required to read basic workplace documents. This includes using lists, skimming to get ideas, scanning to find information and using tables. This unit standard is intended for people requiring basic reading skills to read workplace and comprehend documents.

Special Notes

1. This Unit Standard may be used as a core or elective within any vocationally based qualification.
2. Assessment evidence may be collected from a real workplace or a simulated real workplace in which reading skills can be demonstrated.
3. *Naturally occurring evidence* must be derived from activities within a learning programme and/or from a candidate's actual work performance where evidence of competencies to use work related documents can be obtained.
4. The assessor must be satisfied that the candidate can demonstrate an understanding of, or competency against, the unit standard as a whole.
5. It is important the candidate is made aware that evidence of competence may be gathered while undertaking their study or work and that this does not create undue stress for them.
6. Glossary:
 - 'Text' refers to any document written in English.
 - 'Workplace environment' may refer to informal and formal organisations and businesses.

Quality Assurance Requirements

This unit standard and others within this Subfield may be awarded by institutions, which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Read basic texts to extract information and ideas

Performance Criteria

- 1.1 Use and structure of list are described.
- 1.2 Titled and structured lists of item are developed.
- 1.3 Documents are scanned to locate specific information using search questions.
- 1.4 Texts are skimmed to identify the main and general ideas.
- 1.5 Titles, headings and table of contents and formatting are used to navigate documents.

Element 2: Use and interpret information from tables

Performance Criteria

- 2.1 Usage of tables to present information is explained.
- 2.2 Information in a table is located using search questions and key words.
- 2.3 Basic table formats are reconfigured to meet specific purposes.
- 2.4 Basic tables are created.

Registration Data

Subfield:	Communication
Date first registered:	27 March 2013
Date this version registered:	27 March 2013
Anticipated review:	2017
Body responsible for review:	Namibia Training Authority