

Domain	FOUNDATION COMMUNICATION SKILLS	Unit ID: 1152
Title:	Use workplace documents	
Level: 1		Credits: 5

Purpose

This unit standard specifies the competencies required to use basic workplace documents. This includes using flowcharts and specifications, schedules and entry forms, reading road maps and the Labor Act. This unit standard is intended for people requiring basic knowledge of the documents found in a work environment and the labour law.

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 evidence of naturally occurring interactive communication can take place.
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. 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.
5. Evidence is required from at least three separate activities within at least one context.
6. The assessor must be satisfied that the candidate can demonstrate an understanding of, or competency against, the unit standard as a whole.
7. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11, 2007
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

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: Use flowcharts

Performance Criteria

- 1.1 Organisers, including Venn diagrams, organigrams, tree diagrams, cluster maps and mind maps are interpreted.
- 1.2 Organisers, including Venn diagrams, organigrams, tree diagrams, cluster maps and mind maps are completed.
- 1.3
- 1.4 Use of flowcharts is described.
- 1.5 Basic flowcharts are interpreted correctly.
- 1.6 Flowcharts are developed according to flowcharting conventions.

Element 2: Use specifications

Performance Criteria

- 2.1 Use of specifications is described with examples.
- 2.2 Specifications for various products are interpreted.
- 2.3 Given a description of requirements of a product, specifications can be generated.
- 2.4 Questioning techniques are used to determine specifications.

Element 3: Use schedules and entry forms

Performance Criteria

- 3.1 Use of schedules is explained.
- 3.2 Requested information is located in a schedule.
- 3.3 Time is calculated using hour and minute conversions and the 24 hour clock.
- 3.4 Use of an entry form is described.
- 3.5 Common abbreviations and acronyms found in entry forms are explained.
- 3.6 Use of a signature in an entry form is explained in terms of legal implications.
- 3.7 Basic entry forms are completed.

Element 4: Read road maps

Range

Map information may include but are not limited to roads, distances and town sizes.

Instruments: scale bar and distance numbers.

Performance Criteria

- 4.1 Steps to read a road map are explained.
- 4.2 Distance between two towns is found using a distance table.
- 4.3 Distances on a map are determined using map distance conventions.
- 4.4 Places are located on a map.
- 4.5 Routes are planned on a road map according to specific requirements.

Element 5: Read the Labour Act

Range

Applicable Act: Labour Act No.11 of 2007

Labour law vocabulary words may include but are not limited to collective, consecutive, deduction, exemption, fundamental and disputes.

Performance Criteria

- 5.1 The purpose of the Labour Act is explained.
- 5.2 A minimum of five vocabulary words used in the labour law are defined.
- 5.3 The table of contents is used to find required information in the Labour Act.
- 5.4 Numbering system in the Labour Act is explained.
- 5.5 Required information is located in the Labour Act.
- 5.6 The duties of the employer to the employee are stated.
- 5.7 The duties of the employee are stated.

Registration Data

Subfield:	Communication
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