

UNIT TITLE: Japanese - Writing

LEVEL: One

CREDIT VALUE: 3

NOCN UNIT CODE: FN1/1/QQ/049

ACCREDITED UNIT NO: T/103/4821

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Record simple information in a predictable format. (W1.1)	1.1. On at least three occasions, each amounting to approximately 30 words, combine simple, set phrases and familiar terms to record basic information, writing and spelling clearly enough so that the reader understands. When writing: Tasks should relate to predictable situations and day-to-day activities, for example, simple forms/biographical details/lists of items and quantities/bullet points relating to job title and role.
2. Write simple communications relating to work or social matters, using a limited range of commonly used phrases appropriate to the context. (W1.1)	2.1. Write at least three short, continuous communications, each of approximately 30 words, using simple, set phrases, and writing and spelling clearly enough so that the reader understands. When writing: Tasks should cover a range of purposes, for example, making requests, providing instructions/directions and expressing feelings/preferences in formats such as postcard/message/note/brief memo/fax/letter/e-mail.

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: P = Prescribed – this assessment method *must* be used to assess the unit.

O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam	P	Role play/simulation	
Essay		Practical demonstration	
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	
Written description	P	Production of artefact	
Reflective log / diary	O	Practice file	

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication	✓	Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	