Cork Institute of Technology

Application for Recognition of Prior Formal Learning

Submitted for Assessment by -

Name	John Smith	Student no R00091911
Address	17 Stoney Street Tralee	
Telephone	022 422432	
E-mail	John.smith@mycit.ie	
Module	JOUR6001 Communications	
Course	Higher Certificate in Computing	Stage	1
Department	**Computing**	

Contents

A. Basis of prior learning case

Please delete sections which are not required

- a. Third Level Education
- b. Training
- c. Other Education
- d. Relevant Additional Information

B. Syllabus mapping;

Your prior learning mapped against the learning outcomes

- i. Learning outcome 1
- ii. Learning outcome 2
- iii. Learning outcome 3
- iv. Learning outcome 4
- v. Learning outcome 5

C. Evidence listed and presented as scanned pdfs here

Transcript of results and certificates

Syllabus

Past exam paper (if available)

Other relevant documentation

D. Declaration

A. Basis of prior learning case

2. Education

2.3 Further Education, Professional Body Exams (delete if not relevant)

Please fill in this section if you have completed other educational courses including continuing Professional Development, Youthreach, VTOS or PLC Courses.

Name of Course   Certificate in Administration

Provider   Colaiste Stiofan Naofa

Accrediting Body   FETAC

Location of Training   Cork City

Attended -From   2011   To 2013

Examination Results, Certificates of Attendance (if any)			
Subject	Level	Grade	Year
Word Processing	6	distinction	2013
Business Management	6	distinction	2013
Customer Service	6	merit	2013
Communications	6	distinction	2013
Services Marketing	6	distinction	2013
Employment Law	6	merit	2013
Business Law	6	merit	2013

[Go to top](#)

B.   Syllabus Mapping

Prior learning mapped against the learning outcomes

Compare your previous learning to the learning outcomes of the module in question.

Locate the module descriptor and learning outcomes at http://courses.cit.ie/, and paste in each learning outcome. Follow this with a response that locates the equivalent learning in your previous studies.

Learning Outcome 1

Display a level of confidence in making oral presentations

This learning outcome was achieved in my previous studies. Unit 3 and Unit 4 were relevant. They are as follows:

Unit 3 – Non-verbal communication – all of this section which covered body language, visual messages, interpreting visual aids and images. These are detailed on page 5 of the syllabus.

Unit 4 – Aural and Oral Skills – all of this section. Included here are listening, personal speaking practice, delivering oral presentations.

Full details are on page 6 of FETAC syllabus.

Learning Outcome 2

Show proficiency in preparing and using a range of communication aids

This learning outcome was achieved in Unit 9 Technical Presentation Skills of my previous studies.

Technical presentation skills covers the structuring of the presentation and the use of visual aids and support materials. The syllabus on page 8 provides detail.

Learning Outcome 3

Gather information using research tools involving communication

This learning outcome was covered in unit 1 of my previous studies Information Gathering.

This section covered researching a topic or problem, information gathering and interpreting data. Page 5 outlines the syllabus.

Learning Outcome 4

Synopsise information in a variety of formats.

This learning outcome was covered in Unit 5 and Unit 8 with my previous studies.

Unit 5 – Reading and writing skills is detailed on page 6 and covers scanning, evaluating documentation, writing clearly, and using conventional formats.

Unit 8 – Mass Communication is detailed on page 8 and covers mass communication such as visual, film, broadcast, and media providers.

Learning Outcome 5

Defend a claim by providing reasoned argument in its support

This learning outcome was covered in Unit 4 and Unit 8 of my previous studies.

Unit 4 – Aural and Oral Skills.

10.4.6 personal speaking practice and habits

10.4.7 personal speaking practice in personal and professional contexts

Unit 8 – Mass communications

10.8.4 debate key issues facing media providers and consumers

Learning Outcome 6

C. Evidence listed scanned and included

All original examination certificate(s) must be seen and authenticated before the final document is submitted for assessment.

Scan the original transcript of results, certificates and syllabus and save as a PDF. Then copy and paste in the PDF after the last page of this application.

|<--------- For Office Use Only---> |

List of items submitted as evidence	Date Original Seen	Verified by
Transcript of results from Colaise Stiofan Naofa 2013	*12th March 2015*	*POL*
Syllabus of FETAC G30001 Communications		

[Go to top](#)

Evidence presented as scanned pdf's should be included below

Ráiteas DEIRIDH na dTorthaí

FINAL Statement of Results

FETAC
Comhairle na nDámhachtainí
Srsithclarcha agus Oiliúna
Further Education and
Training Awards Council

PPSN	08087640V ~~Darragh OSullivan~~
Grúpa **Learner Group**	LB2_13
Ionad **Centre**	Coláiste Stiofáin Naofa - 711220-711220 Tramore Road Cork
Teideal **Title**	BAXXX-Administration
Toradh **Outcome**	Awarded
Grád an Teastais **Certificate Grade**	

original seen / returned 14-2-14 pm.

Comhpháirteanna Components	Cód Code	Leibhéal Level	Grád Grade
Word Processing	B30032	Level 6	Distinction
Business Management	B30139	Level 6	Distinction
Customer Service	D30151	Level 6	Merit
Communications	G30001	Level 6	Distinction
Services Marketing	L31899	Level 6	Distinction
Employment Law	L32491	Level 6	Merit
Business Law	L32638	Level 6	Merit

If you wish to appeal your results please contact your centre.

17-06-2013

Module Description:	This module concentrates on making presentations, writing summaries, and on using communication research tools. It aims to increase students' confidence in presenting information and ideas to a live audience, developing their ability to use technology as an aid to, rather than as a substitute for, human communication. The module intends to sharpen the students' proficiency in summarising information, ideas and arguments in a variety of media and formats as well as providing a practical introduction to some communication tools used to gather information for projects.

Learning Outcomes

On successful completion of this module the learner will be able to:

LO1   Display a level of confidence in making oral presentations.

LO2   Show proficiency in preparing and using a range of communication aids.

LO3   Gather information using research tools involving communication.

LO4   Synopsise information in a variety of formats.

LO5   Defend a claim by providing a reasoned argument in its support.

Pre-requisite learning

Module Recommendations
This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named CIT module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).

n/a

Incompatible Modules
These are modules which have learning outcomes that are too similar to the learning outcomes of this module. You may not earn additional credit for the same learning and therefore you may not enrol in this module if you have successfully completed any modules in the incompatible list.

n/a

Co-requisite Modules

No Co-requisite modules listed

Requirements
This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed. You may not enrol on this module if you have not acquired the learning specified in this section.

n/a

Co-requisites

No Co Requisites listed

2 of 5   28/03/2017 11:28

The Further Education and Training Awards Council (FETAC)
was set up as a statutory body on 11 June 2001
by the Minister for Education and Science.
Under the Qualifications (Education & Training) Act, 1999,
FETAC now has responsibility for making awards
previously made by FETAC.

FETAC

Further Education and
Training Awards Council
Comhairle na nDámhachtaíní
Breisoideachais agus Oiliúna

Module Descriptor

Communications

Level 6   G30001

www.fetac.ie

1	**Title**	**Communications**
2	**Code**	**G30001**
3	**Level**	**6**
4	**Value**	**1 Credit**
5	**Purpose**	This module is intended for participants in Level 6 vocational education and training. It offers learners an opportunity to reflect on the nature of human communication and on their own individual competence as communicators. It encourages learners who may already be practised and experienced communicators to explore ways of developing and refining existing skills to their full potential, in both professional and private life.
		Course providers are encouraged to design programmes which are consistent with these purposes and relevant to learners' needs and interests. Level 6 Communications may be offered as a stand-alone module or may be integrated with other Level 6 modules. Evidence of achievement may be presented in either Irish or English.
		Communication skills are highly valued in the workplace but delivery of the modules should range beyond exclusively vocational needs, recognising that the acquisition of these skills is a life-long process which plays a vital role in personal and professional development and fulfilment.
		Parts of this module can be modified for learners with disabilities. The level and the standard must be maintained. Guidelines are available from FETAC.
6	**Preferred Entry Level**	Leaving Certificate, Level 5 Certificate in or equivalent.
7	**Special Requirements**	None

3

8   General Aims

This module aims to enable the learner to:

8.1   heighten an awareness of the essential role played by communication in human interaction

8.2   understand the communicative principles and practices involved in gathering and relaying information

8.3   analyse the nature and theory of communication

8.4   explore varieties of non-verbal communication

8.5   acquire the skills and confidence required to encode and decode meaning, in writing, verbally and visually

8.6   enhance and refine interactive skills and qualities.

9   Units

The module comprises **6 Core Units** and **1 Specialist Unit**. The Specialist Unit chosen must relate to the vocational area being studied.
International Teleservices must take Unit 7 Tele-Communicative Skills.
Networks & Software Systems must take Unit 9 Technical Presentation Skills

Core Units

Unit 1	**Information Gathering**
Unit 2	**The Communication Process**
Unit 3	**Non-verbal communication**
Unit 4	**Aural and Oral Skills**
Unit 5	**Reading and Writing Skills**
Unit 6	**Interactive Skills**

Specialist Units

Unit 7	**Tele-Communicative Skills**
Unit 8	**Mass Communication**
Unit 9	**Technical Presentation Skills**

4

10   Specific Learning
Outcomes

Unit 1   **Information Gathering**

The learner should be able to:

10.1.1   devise and implement an overall strategy for researching a topic/problem

10.1.2   gather information using one or more commonly recognised research methods and techniques e.g. fieldwork, surveys, documentary sources, experiment, interview etc.

10.1.3   record, interpret and report information gathered.

Unit 2   **The Communication Process**

The learner should be able to:

10.2.1   define key terms used in discussion of communications e.g. sender, receiver, code, channel, communicate, noise, feedback, context etc.

10.2.2   outline the main features of communication theory

10.2.3   recognise the role of perception in the communication process.

Unit 3   **Non-verbal Communication**

The learner should be able to:

10.3.1   demonstrate a clear understanding of the principal codes used in non-verbal communication e.g. body signals, music, numbers, dance, colour etc.

10.3.2   assess the contribution of non-verbal communication to everyday human interaction

10.3.3   discuss the principal ways in which the body transmits signals e.g. proximity, orientation, head nods, gesture, non-verbal aspects of speech, eye and body contact, posture, appearance, colour, facial expression etc.

10.3.4   recognise ways in which physical environment communicates e.g. structure, shape, colour, texture, smell, sound etc.

10.3.5   encode and decode non-verbal and visual messages

10.3.6   construct and interpret visual aids/ images.

5

Unit 4	**Aural and Oral Skills**

The learner should be able to:

10.4.1	distinguish between different types of listening e.g. listening to understand, to evaluate, to appreciate, to empathise
10.4.2	identify techniques (e.g. note-taking, questioning) and conditions (e.g. physical, psychological, intellectual, environmental) for active listening
10.4.3	assess objectively personal listening skills
10.4.4	demonstrate good listening practice in a variety of roles and contexts, formal and informal e.g. as note-taker, message receiver, minute taker, reporter, summariser, paraphraser etc.
10.4.5	recognise the characteristics of good speaking practice in formal and informal contexts e.g. fluency, clarity of delivery, adequate volume, lively pace, vocal colour, regular eye-contact, distinct articulation, command of pitch and tone etc.
10.4.6	assess objectively personal speaking practice and habits
10.4.7	demonstrate good speaking practice in personal and professional contexts
10.4.8	contribute effectively to a range of interpersonal transactions, both structured and unstructured e.g. conversation, discussion, debate, meeting, interview etc.
10.4.9	plan and deliver oral presentations.

Unit 5	**Reading and Writing Skills**

The learner should be able to:

10.5.1	select and apply a reading approach appropriate to the nature and purpose of the text e.g. skimming, scanning, reading closely, analysing, obtaining an overview etc.
10.5.2	comprehend and evaluate adult written material e.g. serious/quality journalism, official documents, business communications, literary texts, technical/vocational matter, etc.
10.5.3	assess objectively personal reading skills including speed of reading, powers of recall and vocabulary
10.5.4	write clearly, confidently and expressively in a variety of forms relating to personal, social and professional needs, obligations and activities
10.5.5	recognise and observe the conventions governing a range of formal written communications e.g. reports, correspondence, faxes, memos, minutes

6

10.5.6	observe the current conventions of written English usage (spelling, punctuation, syntax etc.) as form and function require
10.5.7	use drafting, editing and proof-reading skills.

Unit 6	**Interactive Skills**
	The learner should be able to:
10.6.1	describe the basic principles of group dynamics, group maintenance and organisational structures
10.6.2	co-operate and contribute effectively as a member of formal and informal groups
10.6.3	assess objectively personal strengths and limitations when functioning as a member of a group
10.6.4	recognise ways in which information is sent and received within organisations
10.6.5	work in a supervisory capacity, displaying qualities such as assertiveness, self-confidence, tact, diplomacy, empathy and patience.

Specialist Units

Unit 7	**Tele-Communicative Skills**
	The learner should be able to:
10.7.1	recognise the characteristics of computer-mediated communication (CmC) e.g teletext colour coding, truncated sentences structure, page connectivity indicators, absence of normal conversational rules such as turn-taking and phatic rituals, use of space-saving conventions such as abbreviations etc.
10.7.2	display familiarity with linguistic usage specific to his/her vocational specialism e.g occupational dialect/jargon/slang, specialist lexicon etc.
10.7.3	discuss the advantages and disadvantages of different forms of interactive telecommunication
10.7.4	distinguish between regional variations in the use of English e.g. British English, American English, Hiberno-English etc.
10.7.5	recognise characteristics of good vocal techniques e.g. breathing and breath control, correct use of pause and phrasing for speech, speech modulation and emphasis, resonance techniques etc.

7

Unit 8	**Mass Communications**

The learner should be able to:

10.8.1	read with understanding and discrimination a wide range of media texts e.g. visual ,televisual, film, broadcast etc
10.8.2	debate the role and significance of mass communication in modern day-to-day living, in both personal and professional life
10.8.3	identify ways in which mass communications impact on his/her vocational area
10.8.4	debate key issues currently facing media providers and consumers.

Unit 9	**Technical Presentation Skills**

The learner should be able to:

10.9.1	use the technical terminology specific to computer technology
10.9.2	demonstrate the ability to structure technical information appropriate to an identified audience
10.9.3	select and use appropriate visual aids and support materials to enhance a technical presentation.

8

D.   Declaration

Name   John Smith

Address   17 Stoney Street

              Tralee

Telephone   022 422432

I wish to claim credit/ exemption based on my prior learning in respect of the module listed below. I submit claim documentation in accordance with the college's requirements. I accept that any advice or instruction given to me by the college or its staff in the preparation of the claim does not confer any entitlement to credit/ exemption in respect of the subject listed below.

- I Declare that I have registered for the module listed below in the current academic semester
- I enclose my application for Recognition of Prior Learning

- I certify that all information submitted with this claim is an accurate description of my relevant learning to date.

Module for which exemption is being claimed:

JOUR6001 Communications

Course and Stage: ***Higher Certificate in Computing, stage 1***

Signed   ***John Smith***   Date **12th March 2015**

[Go to top](#)