

# LITERACY SKILLS INTERMEDIATE

## ORAL COMMUNICATION

### Summary of learning outcomes

#### **1 Oracy for Knowledge**

Use and respond to spoken language in informative talks.

#### **2 Oracy for Practical Purposes**

Use and respond to spoken language in instructions and transactions.

#### **3 Oracy for Exploring Issues and Problem Solving**

Use and respond to spoken language in discussions to explore issues or solve problems.

### Learning to learn

*This section supports the interpretation of all three of the learning outcomes and assessment criteria.*

Learning-to-learn strategies are integral to the development of effective oral communication skills. Teaching and learning at this level should seek explicitly to model and validate a wide range of learning-to-learn strategies. These strategies may include:

- **risk taking (having a go)**
- **learning from mistakes**
- **reviewing and reflecting**
- **asking for and accepting help/advice/feedback**
- **linking new information to existing knowledge**
- awareness of personal writing strengths and skills needing development
- **giving voice to experiences and responding to the diverse experiences of others**
- developing meta-language to talk about texts
- building awareness of personal communication strengths and methods of appraising progress.
- **developing skills for independent learning such as classifying, ordering and summarising information clearly.**

## **PERSONAL DEVELOPMENT SKILLS INTERMEDIATE UNIT 1**

### **LEARNING OUTCOME 1**

*Plan and organise a complex activity.*

### **LEARNING OUTCOME 2**

*Demonstrate self-management skills for goal achievement.*

### **LEARNING OUTCOME 3**

*Demonstrate knowledge, skills and abilities in the context of an activity or project.*

### **LEARNING OUTCOME 4**

*Describe leadership skills and responsibilities*

### **LEARNING OUTCOME 5**

*Utilise interpersonal skills to communicate ideas and information.*

## **PERSONAL DEVELOPMENT SKILLS INTERMEDIATE UNIT 2**

### **LEARNING OUTCOME 1**

*Identify planning and organisation skills relevant for the management of health or community service activities.*

### **LEARNING OUTCOME 2**

*Demonstrate skills relevant to complex problem solving.*

### **LEARNING OUTCOME 3**

*Demonstrate knowledge and skills related to a hobby, study or interest.*

### **LEARNING OUTCOME 4**

*Utilise research and development skills to present information to an audience.*

### **LEARNING OUTCOME 5**

*Use spoken language and active listening skills to communicate complex ideas and information.*

## **WORK RELATED SKILLS INTERMEDIATE UNIT 1**

### ***Learning outcome 3***

Develop knowledge and understanding of OH&S in a work related context.

### ***Learning outcome 4***

Identify problems or safety hazards that can affect the safety of the work environment.

### ***Learning outcome 5***

Contribute to team objectives to achieve safe work procedures.

### ***Learning outcome 6***

Use information and communications technology in relation to a work related activity.

## **WORK RELATED SKILLS INTERMEDIATE UNIT 2**

### ***Learning outcome 1***

Learn to analyse and organise information for a work related goal.

### ***Learning outcome 2***

Communicate information and ideas for a work related goal.

### ***Learning outcome 3***

Plan, organise and manage activities for a work related goal.

### ***Learning outcome 4***

Identify and solve problems for a work related purpose.

### ***Learning outcome 5***

Work with others and in teams to achieve a work related goal.

## **VELS**

Thinking

Civics and citizenship

## **INDUSTRY SPECIFIC SKILLS**

May be mapped onto specific VET modules, for example, Hospitality's;

“Work with colleagues and customers”

“Communicate in the workplace”