

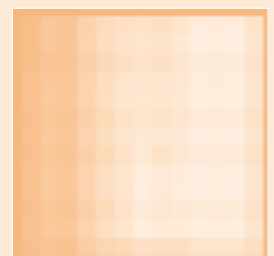
# NATIONAL LANGUAGE UNITS LEVELS 1, 2, 3 AND 4 (REVISED 2001)



French  
German  
Spanish  
Italian  
English  
Welsh  
Irish

**Information Brief**

NVQ



# NATIONAL LANGUAGE UNITS LEVELS 1,

OCR is the awarding body established by the University of Cambridge Local Examinations Syndicate and RSA Examinations Board. OCR provides a full range of vocational and academic qualifications.

OCR provides a comprehensive range of resources, advisory and support services to enable centres to offer the National Language Units:

- Recording documents for candidates
- Guidance on delivery, assessment and verification of qualifications
- Guidance on simulated activities
- Advisory visits
- Evaluation of centres
- External verification
- Registration and certification of candidates
- Presentations and workshops

## National Language Units

Companies with overseas customers recognise that language skills are crucial if they are to compete for business in the international market place. The National Language Units are directly relevant to the workplace.

These units are suitable for:

- anyone using language skills in the workplace
- anyone in full or part-time training

## The National Qualifications Framework

These units have been accepted by the Qualifications and Curriculum Authority (QCA) for inclusion in the National Qualifications Framework (NQF).

## Languages National Training Organisation (LNTO)

The standards on which these unit are based have been developed by the LNTO, which is the standards setting body for languages.

## National Language Units Levels 1, 2, 3 and 4

The National Language Units are free-standing NVQ units, so are achievable at different levels and in any combination, according to the occupation or learning situation of the candidates. They are also achievable within or alongside other NVQs. They aim to meet the needs of anyone wanting to prove their competence in a language other than their own first language.

The languages available are:

- French (1693 - scheme code)
- German (1694 - scheme code)
- Italian (1696 - scheme code)
- Spanish (1702 - scheme code)
- English (1692 - scheme code)
- Welsh (1703 - scheme code)
- Irish (1695 - scheme code)

## Level 1

- |           |  |
|-----------|--|
| Listening | - Listen effectively to obtain information about predictable day-to-day activities |
| Speaking  | - Speak effectively to deal with predictable day-to-day activities                 |
| Reading   | - Read effectively to obtain information about predictable day-to-day activities   |
| Writing   | - Write effectively to deal with predictable day-to-day activities                 |

## Level 2

- |           |   |
|-----------|---|
| Listening | - Listen effectively to obtain information about routine and daily activities |
| Speaking  | - Speak effectively to deal with routine and daily activities                 |
| Reading   | - Read effectively to obtain information about routine and daily activities   |
| Writing   | - Write effectively to deal with routine and daily activities                 |

# 2, 3 AND 4 (REVISED 2001)

## Level 3

- Listening - Listen effectively to obtain information about varied work tasks
- Speaking - Speak effectively to deal with varied work tasks
- Reading - Read effectively to obtain information about varied work tasks
- Writing - Write effectively to deal with varied work tasks

## Level 4

- Listening - Listen effectively to obtain information about complex work tasks
- Speaking (a) - Speak effectively to deal with complex work tasks
- Speaking (b) - Speak effectively to contribute to complex discussions
- Reading - Read effectively to obtain information about complex work tasks
- Writing - Write effectively to deal with complex work tasks

## The Benefits of National Language Units

- The development of new skills
- The recognition of existing skills
- Improvements to working practice
- Increased skills levels

## Centres

Organisations wishing to offer the National Language Units can either apply to OCR to become a registered centre (if they can provide appropriate Internal Verifiers and Assessors) or work with an existing centre to assess the units.

## Candidates

If you wish to become a candidate for the National Language Units, you need to register with an OCR approved centre. Once you have registered with a centre, they will provide guidance and support on your route to achieving your language units.

Information on approved centres can be obtained by ringing the OCR Information Bureau on 024 76 470033.

## Assessors

Assessors are appointed by the centre. They must hold, or achieve within 18 months of appointment, the TDLB Units D32 and D33. They must also:

- hold at least a degree level qualification or equivalent in the language they assess

- be a native speaker
- or
- have lived and worked in the country where that language is spoken within the last 5 years for a period of at least 2 years using the language in their work and
- had training to teach/train others in the target language and
- be familiar with the National Language Standards 2000

## Internal Verifiers

Internal Verifiers are appointed by the centre. They provide advice and support to assessors, administer the documentation and monitor the quality of assessment. They must hold, or achieve within 18 months of appointment, the TDLB unit D34. They must also:

- be competent in at least one of the languages offered by the centre, ie hold an advanced level qualification or be a native speaker
- or
- have lived and worked abroad within the last 5 years for at least 1 year and
- be familiar with the National Language Standards 2000

## External Verifiers

External Verifiers are appointed by OCR to evaluate Centres, to monitor quality and to provide ongoing support. They will also have occupational experience in languages.



**Other qualifications offered by OCR which may be of interest to you include:**

Retail Operations NVQ Levels 2, 3 and 4

Distribution and Warehousing NVQ Levels 2, 3 and 4

International Trade and Services NVQ Levels 2, 3 and 4

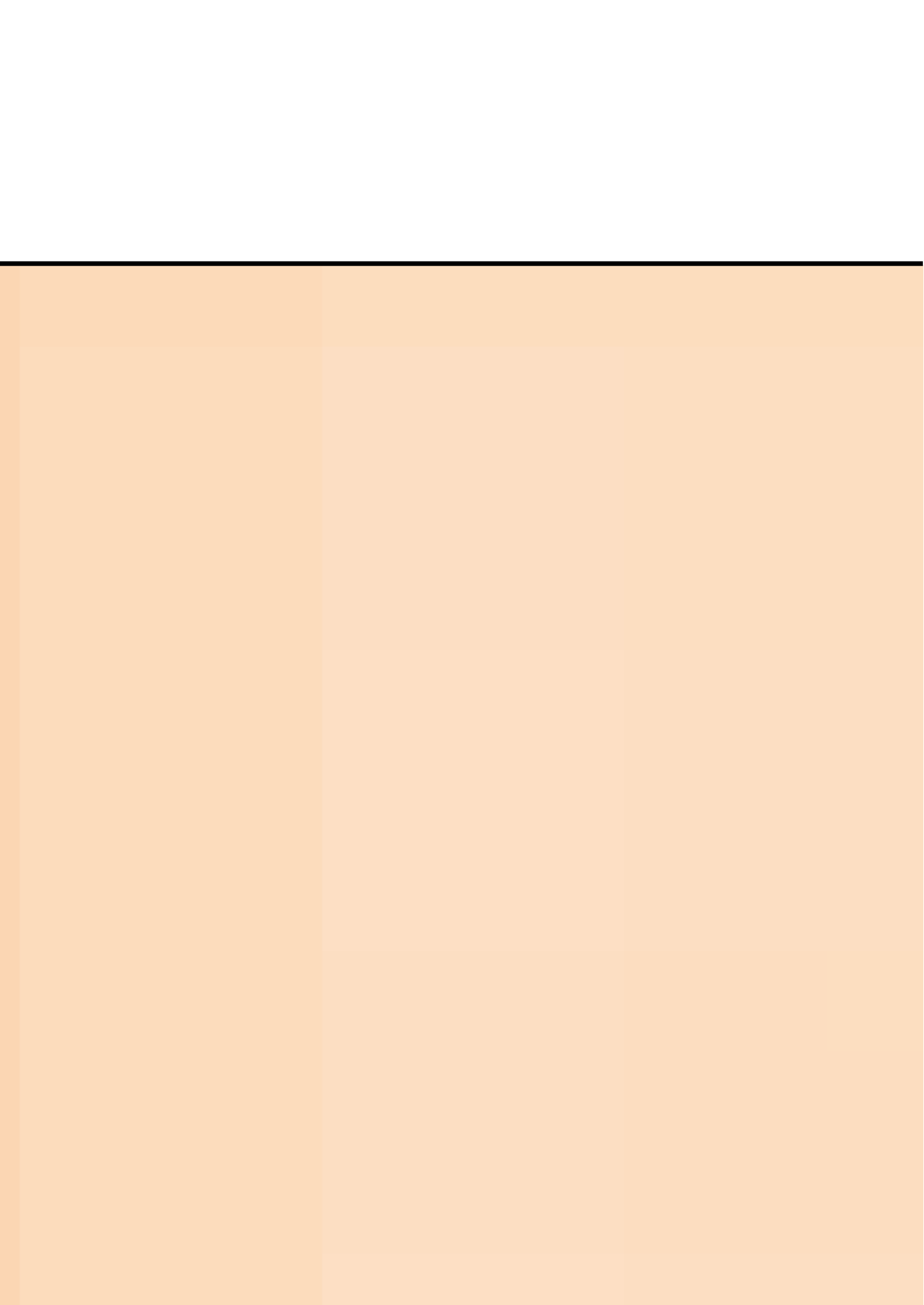
Management NVQ Levels 3 and 4

Certificate in Business Language Competence Entry Level, Survival Level, Threshold Level, Operational Level and Advanced Level (French, German, Spanish and Italian at all 5 Levels; Russian and Japanese at Entry level only)

**What do I do next?**

- Contact our Information Bureau for further information on 024 76 470033 or e mail [cib@ocr.org.uk](mailto:cib@ocr.org.uk)
- The OCR fees booklets (A250) which includes charges for evaluation, candidate registration and certification is available from the OCR Information Bureau.
- A support pack containing the standards and guidance on implementation is available for purchase from OCR Publications (0870 8706622).

There is a range of support available to centres seeking approval to offer any of OCR's qualifications. For further information on any of OCRs qualifications, products and services contact the OCR Information Bureau or visit our website at [www.ocr.org.uk](http://www.ocr.org.uk)



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