

CFALANG4.1

Understand basic spoken or signed language in limited familiar work situations



Overview

You understand a small number of basic words/signs and key phrases in a few familiar, face to face situations, provided the other person speaks/signs them carefully and clearly, and is willing to repeat or rephrase when needed. Your vocabulary relates mainly to personal details such as name, family, job role, and specific work situations. You can meet and greet people, understand some key expressions and follow very simple directions (one at a time).

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Performance criteria

- You must be able to:*
- P1 understand basic introductions, greetings, leave-taking, thanks and apologies
 - P2 understand key spoken/signed and non-verbal polite conventions
 - P3 understand a few basic questions
 - P4 understand details from basic personal, social and work-related information
 - P5 understand the main theme of brief, basic statements/descriptions and conversations
 - P6 follow short, basic requests, instructions or directions
 - P7 understand when people say what they do and do not want, like or prefer

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Knowledge and understanding

You need to know and understand:

BASIC Vocabulary

- K1 a small number of words/signs in everyday use
- K2 the most important words/signs needed for your work
- K3 basic everyday connectors
- K4 a small number of set phrases/signs expressing politeness
- K5 days of the week, months, time; yesterday, today and tomorrow
- K6 basic numerical terms

Grammatical forms

You need to know and understand:

- K7 short expressions to convey a small number of verbs in the present
- K8 basic positives and negatives
- K9 a few common instructions
- K10 a small number of questions
- K11 facial expressions to convey basic emotions and ask questions (sign language only)
- K12 basic compound signs (sign language only)

Cultural conventions

You need to know and understand:

- K13 key non-verbal polite conventions

Reference sources

You need to know and understand:

- K14 how to use reference sources to find out or check meaning or accuracy

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Additional Information

Scope/range

You can do this when the language is spoken/signed:

1. carefully and clearly
2. in a small number of familiar work or social situations
3. with a few common, basic words/signs and key phrases.

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Skills

Comprehension

Glossary

Compound signs – A compound is a combination of two free morphemes that form a new sign/word with a different but related meaning. For example, the sign for 'PARENTS' is formed from the sign for 'MOTHER' and the sign for 'FATHER'.

Morpheme – the smallest meaningful unit in the grammar of a language.

Links to other NOS

National Occupational Standards for Intercultural Working

External Links

Common European Framework of Reference for Languages
www.coe.int/t/dg4/linguistic/source/framework_en.pdf

Please refer to the Skills CFA guidance document dated December 2012.

<http://www.skillsca.org/images/pdfs/National%20Occupational%20Standards/Languages%20and%20Intercultural%20Working/2010/Language%20NOS%20Guidance.pdf>

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Relevant occupations Professional Occupations; Managers and Senior Officials; Information and Communication Technology; Research Professionals; Librarians and Related Professionals; Engineering Professionals; Science Professionals; Database Administration; Software Development; Systems Support; Local Area Archives; Microfilm and Microfiche Technician; Associate Professionals and Technical Occupations; Corporate Managers and Senior Officials; Microsoft Certified Professional; Application Support; Business Analyst; Managers and Proprietors in Hospitality ; Language, literature and culture; Languages, literature and culture of the; Other languages, literature and culture; Linguistics; Production Managers; Functional Managers; Quality and Customer Care Managers; Financial Institution and Office Manager; Managers in Distribution, Storage and Re; Protective Service Officers; Health and Social Services Officers; Managers in Farming, Horticulture, Forestry; Managers and Proprietors In Other Services; Health Professionals; Teaching Professionals; Legal Professionals; Business and Statistical Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Science and Engineering Technicians; Draught persons and Building Inspectors; IT Service Delivery Occupations; Health Associate Professionals; Therapists; Social Welfare Associate Professionals; Protective Service Occupations; Artistic and Literary Occupations; Design Associate Professionals; Media Associate Professionals; Sports and Fitness Occupations; Administration and Secretarial Occupations; Government and Related Organisations; Finance; Records; Communications; General; Secretarial and Related Occupations; Skilled Trades Occupations; Skilled Agricultural Trades; Metal Forming, Welding and Related Trade; Metal Machining, Fitting and Instrument ; Vehicle Trades; Electrical Trades; Construction Trades; Building Trades; Textile and Garment

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Trades; Printing Trades; Food Preparation Trades; Skilled Trades NEC; Personal Service Occupations; Healthcare and Related Personal Services; Childcare and Related Personal Services; Animal Care Services; Leisure and Travel Service Occupations; Hairdressers and Related Occupations; Housekeeping Occupations; Personal Services Occupations NEC; Sales and Customer Services Occupations; Sales Assistants and Retail Cashiers; Sales Related Occupations; Customer Service Occupations; Process, Plant and Machine Operatives; Process Operatives; Plant and Machine Operatives; Assemblers and Routine Operatives; Construction Operatives; Transport Drivers and Operatives; Mobile Machine Drivers and Operatives; Elementary Occupations; Elementary Agricultural Occupations; Elementary Construction Occupations; Elementary Process Plant Occupations; Elementary Goods Storage Occupations; Elementary Administration Occupations; Elementary Personal Services Occupations; Elementary Cleaning Occupations; Elementary Security Occupations; Elementary Sales Occupations; Transport Associate Professionals; Legal Associate Professionals; Business and Finance Associate Professionals; Sales and Related Associate Professional; Conservation Associate Professionals; Public Service and Other Associate Professionals

Suite

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Key words

communication; understand; language; work; spoken; signed