



Oxford Cambridge and RSA

Unit Title:	Understanding short texts and simple instructions
OCR unit number:	B11
Life and Living Skill Area:	Communication
Level:	Entry 2
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to provide learners working at Entry 2 with the opportunity to demonstrate their ability to read using their preferred reading method and understand short texts and simple instructions.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be able to understand short texts	The Learner can: 1.1 Read a short text 1.2 Answer simple questions about the text they have read 1.3 Explain the main points from the text they have read 1.4 Identify the purpose of the text they have read	Learners can use their own preferred method of reading including Braille or a screen reader. Examples may include: reading a short report about a football match and answering questions about who won and how many goals were scored; reading a report from the college newsletter and responding to questions from others about what the newsletter was about; reading about a holiday location and stating why they would like to go there and what type of activities they could do there. Learners must explain the main points from the text they have read and identify the purpose of the text. Examples could include: reading an advertisement, a poster or a leaflet and explaining to the group or their tutor that the advertisement is trying to persuade them to buy, the poster and leaflet is giving them information.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
2 Be able to understand simple written instructions	2.1 Identify the purpose of written instructions	The learner may use their preferred method of reading to identify the purpose of written instructions. Example activities may be to read instructions on how to work the washing machine, a symbolised recipe for cooking or instructions for planting seeds and be able to communicate that they tell you what to do or how to use equipment.
	2.2 Outline main points of written instructions	The learner may, for example, read a simple recipe that shows the ingredients and the equipment required, read and explain the key points of the instructions to a game of bingo to a group or read a letter about a visit out and state what they need to take with them.

Assessment

The methods used for assessment will be appropriate to the learner but may include use of witness statements evidencing the actual words, actions, signs or symbols used to meet the assessment criteria.

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

The evidence must show that the learner has met the assessment criteria using their own preferred method of reading which may include Braille, screen readers and symbolised programmes.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.

Additional information

Braille, screen readers and symbolised programmes may be used.