



This unit standard will be useful to learners who communicate confidently and fluently in writing/signing in almost any formal and informal situation. Competence at this level will help learners to analyse and make mature judgements about complex, human, personal, social and environmental issues and to express and motivate own opinions.

Learners at this level write/sign expressively and with conviction on topics of interest. They cope well with the exploration of complex themes and issues in a variety of writing/signing styles that stimulate and maintain the interest of their readers/audience. Through a drafting and editing process their writing/signing shows significant improvement.

They carefully scrutinise their own and others' writing/signing in terms of its impact on different audiences and contexts. They are also able where possible to use multi-media technologies to present rather than write/sign own texts.

### Benefits of attending this courses

Learners credited with this unit standard are able to:

- Write/sign effectively and creatively on a range of topics
- Choose language structures and features to suit communicative purposes
- Edit writing/signing for fluency and unity.

### Course Options

- Classroom Facilitated – can be conducted on-site. Talk to us about this option
- Public courses – check the latest schedule for dates
- Digital Blended Learning – Download your text books and attend revision sessions
- Self-study – Download your Text books and assignments and complete at your own pace
- Customised – all learning materials can be customised to include internal SOP's

## Who should attend and prerequisites

The credit calculation is based on the assumption that learners are already competent in terms of the following outcomes or areas of learning when starting to learn towards this unit standard: NQF level 3 unit standard.

## How to Book

Complete the form on our website to enquire about this course and make a booking.

## Course Outline – Key Learning Points

- Write/sign effectively and creatively on a range of topic
- Choose language structures and features to suit communicative purposes.
- Edit writing/signing for fluency and unity.

## Accreditation and Assessment

### MerSETA Unit Standard: NLRD119459

This unit standard is on NQF Level 4 and has 5 credits.

Delegates are required to submit a Portfolio of Evidence (POE) and Final Summative Assessment (FSA) results in order to be accredited against this Unit Standard.

## Duration and delivery options

This course is conducted over 1 day.

## Where to next..?

After completing this course your next learning opportunities include:

- Organizational Discipline
- Customer Care
- Supervisory and Leadership Skills

## About BIZZCO

BIZZCO is an accredited training provider with MerSETA. We specialise in providing training and skills development services for the Supply Chain and Operations environment. We have a number of services specially designed to enhance the performance of your Supply Chain teams.

Why not try our **Competency Assessment** to measure the skills gaps in your Supply Chain? Our website has more information about this service.