



**NEW ERA ACADEMY**

Established 1941

# **Specification – Communications**

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## **NEA Level 1 Award in Graded Examination in Communications (QCF)**

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<b>Specifications at a Glance</b>					
<b>Qualification Titles</b>	<b>Total # Units</b>	<b>QCF</b>	<b>Credit</b>	<b>GLH</b>	<b>TQT</b>
Speech & Drama - Grade 1	1	1	6	15	60
Public Speaking - Grade 1	1	1	6	15	60
Reading for Performance - Grade 1	1	1	6	15	60
Spoken English - Grade 1	1	1	6	15	60
Interview Technique - Grade 1	1	1	6	15	60
English as an Additional Language - Grade 1	1	1	6	15	60
Speech & Drama - Grade 2	1	1	7	15	70
Public Speaking - Grade 2	1	1	7	15	70
Reading for Performance- Grade 2	1	1	7	15	70
Spoken English - Grade 2	1	1	7	15	70
Interview Technique - Grade 2	1	1	7	15	70
English as an Additional Language - Grade 2	1	1	7	15	70
Speech & Drama - Grade 3	1	1	8	15	80
Public Speaking - Grade 3	1	1	8	15	80
Reading for Performance - Grade 3	1	1	8	15	80
Spoken English - Grade 3	1	1	8	15	80
Interview Technique - Grade 3	1	1	8	15	80
English as an Additional Language – Grade 3	1	1	8	15	80

<b>Assessment</b>	
Form of assessment	All assessment is by external assessment. Learners should register through their teacher or (qualification discipline) school for assessment which will be carried out by an NEA examiner.
Examination Format	The examination (unit) specifications contain the title, learning outcomes (what has to be learnt) and assessment requirements (evidence on which the Learner is assessed). (See Appendix 1)
Bands of Assessment	There are three bands of attainment, pass, merit or distinction.
Quality Assurance	Quality Assurance ensures that all assessments are carried out to the same standard by external assessment of Learners' work. A team of external examiners is appointed, trained and standardised by NEA and the qualifications conform to the normal quality assurance procedures and processes operated by NEA.

<b>Glossary</b>		
GLH	Guided Learning Hours	Ofqual's Guided Learning Hours, are important because they are linked to the credit that students receive for some qualifications
RQF	Regulated Qualification Framework	The Regulated Qualifications Framework (RQF) accredits qualifications in England, Wales and Northern Ireland. RQF is jointly regulated by England's regulator Ofqual, Wales DCELLS and Northern Ireland's CCEA.
TQT	Total Qualification Time	A term used within qualifications regulated by Ofqual as part of the Regulated Qualification Framework (RQF). It aims to provide users of qualifications with an indication of the minimum length of time it would take the average learner to complete their qualification.
VRQ	Vocationally Recognised Qualifications	These nationally-recognised, vocationally-related qualifications (VRQs) provide the essential knowledge to do a job.

# Communications: Level 1

## Section A: Qualification Summary

Welcome to the NEA specification for:

### **NEA Level 1 Award in Graded Examination in Communications - (QCF)**

This specification is designed to give teachers and learners practical information on the NEA Level 1 Award in Graded Examinations in Communications - (QCF) run by NEA (New Era Academy).

If you have any general queries about these qualifications or any other NEA qualifications, then please do not hesitate to call us at 0330 133 1885 or email us at [exams@neweraacademy.co.uk](mailto:exams@neweraacademy.co.uk).

## **A1 Aims and Broad Objectives**

The aim of the NEA Level 1 Award in Graded Examination in Communications - (QCF) is to provide Learners with the opportunity to obtain recognised qualifications in:

- Speech & Drama
- Public Speaking
- Reading
- Interview Technique
- Spoken English
- English as an Additional Language

The qualifications also aim to encourage personal self-confidence and group awareness and develop a general appreciation of communication skills in various disciplines.

The purpose of NEA's Level 1 Awards in Graded Examination in Communications - (QCF) is to motivate and encourage Learners of all ages and levels through a system of progressive mastery and to provide a form of training that develops and enhances skills, knowledge and understanding in a safe and consistent way.

The qualifications are not only beneficial to those studying communication skills as a recreational pursuit but could also prepare learners for further learning by helping them to develop their skills enabling them to progress to the next level.

These qualifications are suitable for learners in the pre-16, age groups.

The broad objectives are:

- To focus delivery and assessment on NEA's Level 1 Award in Graded Examination in Communications - (QCF).
- To embrace the guidance for communication skills of the Creative and Cultural Sector Skills Council (CC Skills).

## **A2 Progression**

The NEA Level 1 Awards in Graded Examination in Communications provides a progression route to Level 2. It can be argued that NEA Level 1 Awards in Graded Examination in Communications - (QCF) by themselves are not strictly speaking vocational in that they are not essential for entry into Speech & Drama. However, they remain a positive means of determining progress and enable Learners to learn the necessary techniques to gain entry to FE and HE courses.

NEA Level 1 Awards in Graded Examination in Communication - (QCF) operates according to a well-established methodology of 'progressive mastery'. They allow Learners to be tested in discrete stages in the development of a wide range of skills.

They tend to be more rigorous than other types of exams and for that reason industry is confident that achievement at the highest level gained by learners of NEA Level 1 Award in Graded Examination in Communication - (QCF) will have the skills necessary to perform or work in other areas of the business.

## **A3 Qualifications Structure**

A NEA Level 1 Award in Graded Examination in Communications - (QCF) consists of pre-prepared elements, all of which are performance-based. They are single-unit qualifications in which Learners are asked to undertake performance-based assessments as specified in the relevant syllabus.

The unit specifications for each grade can be found in Appendix 1 below. For more information on qualification structure and content in a particular discipline please contact us for a copy of the relevant syllabus at 0330 133 1885 or [exams@neweraacademy.co.uk](mailto:exams@neweraacademy.co.uk).

The qualifications have 15 Guided Learning Hours (GLH). This is also specified in the unit template at Appendix 1.

## Section B: Assessment Information

### **B1 Assessment Methodology**

The underlying philosophy for assessment is that learners should receive credit for positive achievement, and that all should be encouraged to reach their fullest potential.

All assessment of these qualifications is external and is undertaken by NEA Examiners. Please see [www.neweraacademy.co.uk](http://www.neweraacademy.co.uk) for more detail about how NEA marks and grades its qualifications.

### **B2 Expectations of Knowledge, Skills and Understanding**

The Grade Examination system is one based on the principle of ‘progressive mastery’: each step in the exam chain demonstrates learning, progression, and skills in incremental steps. Successful learning is characterised by a mastery of the fundamentals of the skills demanded in each grade.

Learners will be able to complete a set of communication skills sequences (the complexity and variety of which are determined by which qualification is being attempted), which allow them to demonstrate discipline-specific artistic appreciation.

These technical and performance skills set a firm platform for further technical and artistic development by the learner.

### **B3 Quality Assurance**

All NEA Level 1 Awards in Graded Examination in Communications – (QCF) are standardised according to the processes and procedures laid down by NEA.



## Section C: Learner Access and Registration

The qualifications will:

- Be available to everyone who is capable of reaching the required standards.
- Be free from any barriers that restrict access and progression.
- Offer equal opportunities for all wishing to access the qualifications.

There are no pre-requisites for other qualifications to be completed, and no specified prior knowledge, skills or understanding required prior to taking a NEA Level 1 Award in Graded Examination in Communications - (QCF).

It is expected, however, that for successful learning, the skills demanded in each grade are likely to be mastered before progressing to the next grade.

Please email [exams@neweraacademy.co.uk](mailto:exams@neweraacademy.co.uk) for details about registering Learners for NEA examinations.

## Section D: Complaints and Appeals

Please see [www.neweraacademy.co.uk/nea-resources](http://www.neweraacademy.co.uk/nea-resources) for details about how we operate our complaints and appeals procedures.

## Section E: Equal Opportunities Policy

NEA is committed to a comprehensive policy of equal opportunities in the management of its qualifications in which individuals are selected and treated on the basis of their relevant merits and abilities without regard to race, religion, colour, sex, age, national origin, disability or sexual orientation, and are given equal opportunities within the company. The aim of this policy is to ensure that no Learner entering an examination receives less favourable treatment on grounds not relevant to good Learner practice.

Our equal opportunities policy can be found at [www.neweraacademy.co.uk/nea-resources](http://www.neweraacademy.co.uk/nea-resources).

## Section F: Contacts and Support

### **New Era Academy (Speech and Drama)**

**Registered Office:** Redington Court,  
69 Church Road, Hove, East Sussex, BN3 2BB

**Postal Address:** 71-75 Shelton Street, Covent Garden,  
London, WC2H 9JQ

**Contact Details:** T: 0330 133 1885  
E: [exams@neweraacademy.co.uk](mailto:exams@neweraacademy.co.uk)  
W: [www.neweraacademy.co.uk](http://www.neweraacademy.co.uk)

# APPENDIX 1:

## OVERVIEW: Unit Specifications by Grade

Unit specifications are divided into learning outcomes and assessment requirements:

### Learning Outcome

- A statement of what has been learnt because of the successful completion of the assessment requirements.

### Assessment Requirements

- The evidence upon which the Learner is assessed.

### Technique

- The Technical skills required in the preparation and performance of the selection.  
This includes vocal technique, stagecraft and teamwork where appropriate.

### Interpretation

- The artistic realisation of the selection presented demonstrating appropriate qualities required for performance. This includes the appreciation of and the thought process in achieving the writer's intention.

### Communication

- To demonstrate the ability to share mentally, vocally and physically in performance and discussion to an appropriate standard.

### Discussion

- To convey the knowledge required for the level and to be able to participate in an exchange of ideas to an appropriate standard.

### Pass:

Learners must:

- Adequately achieve the learner outcomes.
- Perform their selections.
- Demonstrate satisfactory preparation.
- Show a basic background knowledge of all selections.
- Show a basic understanding of any theory set.

**Merit:**

Learners must:

- Adequately achieve the learner outcomes.
- Show preparation has been thorough.
- Demonstrate their work clearly, expressively and enthusiastically.
- Demonstrate good attention to detail.
- Show a good background knowledge of all selections.
- Show a good understanding of any theory set.

**Distinction:**

Learners must:

- Adequately achieve the learner outcomes.
- Demonstrate work is of a high standard.
- Fully meet the requirements of the syllabus.
- Present work that is artistic, well communicated, technically correct and altogether excellent.
- Show an excellent background knowledge of all selections.
- Show an excellent background knowledge of any theory set.

Unit specifications also give details of the Credit Value (notional learning) and the Guided Learning Hours (GLH) which represent indicative teaching time for the unit.

## COMMUNICATIONS: Level 1 Unit Specifications - Grade 1

<b>Title:</b>	<b>Speaking of Poetry and Prose – Grade 1</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	60
<b>Credit Value:</b>	6
<b>Learning Outcomes:</b>	
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. Know and understand the techniques for speaking poetry.</li> <li>2. Know the techniques for speaking prose.</li> <li>3. Know and understand the chosen repertoire and the use of phrasing in verse and prose performance.</li> </ol>	

<b>Title:</b>	<b>Speaking in Public – Grade 1</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	60
<b>Credit Value:</b>	6
<b>Learning Outcomes:</b>	
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. Know the techniques of speaking in public.</li> <li>2. Understand the techniques involved in speaking in public.</li> <li>3. Understand the use of visual aids.</li> <li>4. Be able to use vocal and facial techniques.</li> </ol>	

<b>Title:</b>	<b>Reading for Performance – Grade 1</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	60
<b>Credit Value:</b>	6
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Be able to read a previously unseen poem to an appropriate standard.</li> <li>2. Be able to read a prepared poem to an appropriate standard.</li> <li>3. Be able to read a piece of prepared prose to an appropriate standard.</li> <li>4. Be able to read a previously unseen passage of prose to an appropriate standard.</li> </ol>	

<b>Title:</b>	<b>Spoken English – Grade 1</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	60
<b>Credit Value:</b>	6
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Be able to converse fluently on a topic.</li> <li>2. Be able to read a passage of prose to an appropriate standard.</li> </ol>	

<b>Title:</b>	<b>Interview Technique – Grade 1</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	60
<b>Credit Value:</b>	6
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Be able to conduct themselves in an interview.</li> <li>2. Know how to compile a Curriculum Vitae.</li> <li>3. Understand the requirements for giving a good interview.</li> </ol>	

<b>Title:</b>	<b>English as an Additional Language - Grade 1</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	60
<b>Credit Value:</b>	6
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Know and understand the techniques used in oral communication.</li> <li>2. Understand the English language.</li> </ol>	

## COMMUNICATIONS: Level 1 Unit Specifications Grade 2

<b>Title:</b>	<b>Speaking of Poetry and Prose – Grade 2</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	70
<b>Credit Value:</b>	7
<b>Learning Outcomes:</b>	
The learner will: <ol style="list-style-type: none"><li>1. Know and understand the techniques used for the speaking of poetry.</li><li>2. Discuss with appropriate vocabulary and understanding the techniques involved in performing verse.</li><li>3. Know the techniques of dramatic performance.</li><li>4. Understand the theory of speaking and reading for performance.</li><li>5. Be able to read a passage of prose selected by the examiner from a book chosen and brought by the learner (as per syllabus) to an appropriate standard.</li></ol>	



<b>Title:</b>	<b>Public Speaking – Grade 2</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	70
<b>Credit Value</b>	7
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Know the techniques of speaking in public.</li> <li>2. Understand the purpose and use of notes.</li> <li>3. Understand the techniques involved in speaking in public.</li> <li>4. Be able to use visual aids.</li> <li>5. Be able to use vocal and facial techniques.</li> <li>6. Be able to read a previously unseen passage of prose to an appropriate standard.</li> </ol>	

<b>Title:</b>	<b>Reading for Performance – Grade 2</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	70
<b>Credit Value:</b>	7
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Be able to read a previously unseen poem to an appropriate standard.</li> <li>2. Be able to read a prepared poem to an appropriate standard.</li> <li>3. Be able to read a passage of prepared prose to an appropriate standard.</li> <li>4. Be able to read a previously unseen piece of prose to an appropriate standard.</li> </ol>	

<b>Title:</b>	<b>Spoken English – Grade 2</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	70
<b>Credit Value</b>	7
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Be able to converse fluently on a topic.</li> <li>2. Be able to read a previously unseen passage of prose or poetry to an appropriate standard.</li> <li>3. Understand how to make speech clear.</li> </ol>	

<b>Title:</b>	<b>Interview Technique – Grade 2</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	70
<b>Credit Value:</b>	7
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Be able to conduct themselves in an interview.</li> <li>2. Be able to demonstrate the skills of Curriculum Vitae construction.</li> <li>3. Understand the requirements for giving a good interview.</li> </ol>	

<b>Title:</b>	<b>English as an Additional Language – Grade 2</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	70
<b>Credit Value:</b>	7
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"><li>1. Know and understand the techniques used in oral communication.</li><li>2. Understand the English Language.</li></ol>	

## COMMUNICATIONS: Level 1 Unit Specifications Grade 3

<b>Title:</b>	<b>Speaking of Poetry and Prose – Grade 3</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	80
<b>Credit Value</b>	8
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Know and understand the techniques for the speaking of poetry.</li> <li>2. Know the techniques of dramatic performance.</li> <li>3. Understand the theory of speaking and reading for performance.</li> <li>4. Be able to read a previously unseen piece of prose to an appropriate standard.</li> </ol>	

<b>Title:</b>	<b>Public Speaking - Grade 3</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	80
<b>Credit Value</b>	8
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Know and apply the techniques of speaking in public.</li> <li>2. Understand the use of notes.</li> <li>3. Understand the techniques involved in speaking in public.</li> <li>4. Be able to use visual aids.</li> <li>5. Be able to use vocal and facial technique.</li> <li>6. Be able to read a previously unseen passage of prose to an appropriate standard.</li> </ol>	

<b>Title:</b>	<b>Reading for Performance – Grade 3</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	80
<b>Credit Value:</b>	8
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Be able to read at sight a passage of poetry to an appropriate standard.</li> <li>2. Be able to read prepared prose to an appropriate standard.</li> <li>3. Be able to sight read a passage of prose to an appropriate standard.</li> <li>4. Be to read a poem to an appropriate standard.</li> </ol>	

<b>Title:</b>	<b>Spoken English - Grade 3</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	80
<b>Credit Value</b>	8
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Understand the English language.</li> <li>2. Be able to converse fluently on a topic.</li> <li>3. Be able to read a previously unseen piece of prose or poetry to an appropriate standard.</li> </ol>	

<b>Title:</b>	<b>Interview Technique - Grade 3</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	80
<b>Credit Value:</b>	8
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Be able to conduct themselves in an interview.</li> <li>2. Demonstrate the skills of Curriculum Vitae construction.</li> <li>3. Understand the requirements for giving a good interview.</li> </ol>	

<b>Title:</b>	<b>English as an Additional Language - Grade 3</b>
<b>Level:</b>	1
<b>GLH:</b>	15
<b>TQT:</b>	80
<b>Credit Value:</b>	8
<b>Learning Outcomes:</b>	
The learner will:	
<ol style="list-style-type: none"> <li>1. Know and understand the techniques used in effective oral communication.</li> <li>2. Understand the English language.</li> </ol>	



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