

Guidance document for the UK Occupational Language Standards

Skills CFA developed this guidance document in December 2012. It should be used in conjunction with the 28 units of the UK Occupational Language Standards.

It is designed to help individuals and organisations who are developing or who want to develop assessments, training and qualifications based on the Standards. It provides illustrative examples of terms used in the Knowledge and Understanding, including examples specific to sign languages.

Please note that any examples given are intended to give an idea of what can be achieved by the individual, and will vary from language to language. Not all examples will be relevant to all languages.

For Performance Criteria, please consult each individual Standard. These examples are not performance criteria.

When developing assessment guidance based on this document, it is important to review the full suite of documents relating to the UK Occupational Language Standards, including the Overview of how the Standards relate to qualification frameworks in the UK and in Europe.

KNOWLEDGE AND UNDERSTANDING STATEMENTS - Basic		
	When we say	We mean, for example
Basic Vocabulary	everyday connectors	words/signs such as 'and' or 'but'
	set phrases/signs expressing politeness	please and thank you, introductions, forms of address, greeting, leave-taking
	basic numerical terms	using numbers 1-20 and understanding numbers 1-60
Basic Grammatical forms	short expressions to convey a small number of verbs in the present	expressions such as 'I'd like /I want'; 'I/you like/prefer'; 'I/you have'; 'it's hot/broken' and other common verbs
	basic positives	'I like', 'I am going'
	basic negatives	'I don't like'; 'I'm not going'
	common instructions	commands such as 'Turn right!' or 'Stop!'
	a small number of questions	questions such as 'What is your name?' 'When?' 'How much?' 'Are you...?' 'Can I...?' 'Can you...?'
	basic compound signs	signs such as 'PARENTS' (MOTHER + FATHER)
Basic Non-verbal cultural conventions	key non-verbal polite conventions	greeting, spatial distance, touch, eye contact; gestures
Basic Reference sources	how to use reference sources to find out or check meaning or accuracy	glossaries, dictionaries, phrase books, basic on-line resources

KNOWLEDGE AND UNDERSTANDING STATEMENTS - Predictable		
	When we say	We mean, for example
Predictable Vocabulary	common signs	conventional signs that make up a sign language, fingerspelling
	fingerspelling	spelling out a name using the manual alphabet
	everyday connectors	words such as 'and' 'but' 'also'; in sign language, signs such as 'through'
	set phrases/signs expressing politeness	introductions and greetings, forms of address, leave-taking, mealtime conventions
	numerical terms	1-100, prices, 24 hour clock, dates
Predictable Grammatical forms	common verbs	I /you/he/she/they ...
	simple ways to distinguish past, present and future events	terms such as 'yesterday', or verb forms if appropriate
	some compound signs	signs such as 'BELIEVE' (THINK + TRUE)
	common question structures	questions such as 'Where?' 'What time?' 'Why?' 'How many?' 'Do you...?'
	simple ways to give an opinion	opinions such as 'It's good!' 'I like/prefer'
	simple ways to ask permission	questions such as 'Please can I'
	simple ways to give orders or instructions	instructions such as 'Sit down!' 'This way!' 'Look!'
	simple ways to say where things are	directions such as 'in', 'next to', 'opposite'
Predictable Non-verbal cultural conventions	key non-verbal polite conventions	greeting, spatial distance, touch, eye contact
Predictable Reference sources	how to use reference sources to find out or check meaning or accuracy	glossaries, dictionaries, phrase books, simple on-line resources

KNOWLEDGE AND UNDERSTANDING STATEMENTS - Routine		
	When we say	We mean, for example
Routine Vocabulary	common signs	signs that are in a sign language dictionary, fingerspelling and signs that are created in use
	fingerspelling	spelling out a name using the manual alphabet
	everyday connectors	words such as 'and', 'but', 'then', 'because', 'so'
	polite ways to express feelings	feelings such as 'wishes', 'gratitude', 'regret', 'apology'; metaphors (sign language)
	routine numerical terms	all numbers, time, dates, quantity
Routine Grammatical forms	common ways to ask questions	questions such as 'Did you?' 'Have you?' 'Will you?'
	common ways to ask permission	forms such as 'can', 'must'
	common ways to give instructions	instructions on what to do and what not to do
Routine Non-verbal cultural conventions	key everyday non-verbal polite conventions	greeting, spatial distance, touch, eye contact
Routine Reference sources	how to use and check reference sources to find out or confirm meaning or accuracy	glossaries, phrase books, dictionaries, verb tables, simple on-line resources

KNOWLEDGE AND UNDERSTANDING STATEMENTS - Varied		
	When we say	We mean, for example
Varied Vocabulary	ways to link and connect phrases	connectors such as conjunctions, adverbs and enumerators; pronouns; Non-Manual Features (sign language)
	conjunctions	words such as 'although', 'as long as';
	adverbs	words such as 'however'
	enumerators	words such as 'firstly'
	ways to express feeling	phrases or Non-Manual Features (sign language) to express feelings such as 'wishes', 'gratitude', 'regret', 'apology', 'annoyance'; metaphors (sign language)
	numerical terms	all numbers, fractions, statistics
Varied Grammatical forms	conditional	verb forms such as 'I would go' ...
	classifiers (sign language)	spatial verbs + classifiers such as 'CAR - PASS' (to show motion); 'HOUSE - LOCATED' (to show location)
Varied Non-verbal cultural conventions	most common spoken/signed and non-verbal polite conventions	gestures, spatial distance, touch, eye contact
Varied Reference sources	how to make effective use of relevant language reference sources	dictionaries, thesauruses, grammar books, on-line resources

KNOWLEDGE AND UNDERSTANDING STATEMENTS -Extended		
	When we say	We mean, for example
Extended Vocabulary	conjunctions	words such as 'unless', 'except that', 'while'
	adverbs	words or Non-Manual adverbs (sign language) such as 'yet', 'consequently', 'in addition'
	ways to express feelings	phrases or Non-Manual Features (sign language) to express feelings such as 'wishes', 'gratitude', 'regret', 'apology', 'annoyance', 'criticism'; metaphors (sign language)
	all numerical terms	numbers, fractions, percentages
Extended Grammatical forms	aspects	forms such as (in English) 'I work, 'I am working', or (in sign language) signing two verbs simultaneously e.g. 'I held the baby while I picked up the bag', single signs such as 'LOOK-FOR-LONG-TIME' or separate manual markers such as BEEN or FINISH
	voices and moods	such as 'passive'; 'subjunctive', where they exist in a language
	modal verbs	verbs such as 'will, would, can, could, should, may, might, ought; will have, could have, should have, etc, that are used with other verbs in a sentence
	manner (sign language)	signs expressing how an action was done, such as 'slyly', 'cheerfully'
Extended Non-verbal cultural conventions	all common spoken/signed and non-verbal polite conventions	facial expression and gestures, spatial distance, touch, eye contact
Extended Reference sources	how to make effective use of relevant language reference sources	bilingual and monolingual dictionaries, thesauruses, grammar books, on-line resources

KNOWLEDGE AND UNDERSTANDING STATEMENTS - Complex		
	When we say	We mean, for example
Complex Non-verbal cultural conventions	all spoken/signed and non-verbal cultural conventions	facial expression and gestures, spatial distance, touch, eye contact, tone
Complex Reference sources	how to make effective use of relevant language reference sources	bilingual and monolingual dictionaries, thesauruses, advanced grammar manuals, on-line resources

KNOWLEDGE AND UNDERSTANDING STATEMENTS – Complex and Specialist

	When we say	We mean, for example
Complex and Specialist Non-verbal cultural conventions	all spoken/signed and non-verbal cultural conventions	facial expression and gestures, spatial distance, touch, eye contact, tone; location (sign language)