

## Competency Standards for National Skill Certificate –4 in Academic Content Writing of ICT Sector

### Course Structure

SL No.	Unit Code and Title		UoC Level	Nominal (Hours)
<b>The Generic Competencies</b>				<b>20</b>
1	GU009L3V1	Practice negotiation skill	3	20
<b>The Sector Specific Competencies</b>				<b>105</b>
1	SUICT002L2V1	Operate office application software	2	25
2	SUICT003L3V1	Access information using internet and electronic mail	3	15
3	SUICT004L4V1	Comply to ethical standards in ICT workplace	3	15
4	SUICT005L3V1	Interpret Fundamentals of Content writing	3	50
<b>The Occupation Specific Competencies</b>				<b>235</b>
1	OUCW027L4V1	Perform script translation	4	80
2	OUCW028L4V1	Perform promotional article writing	4	40
3	OUCW029L4V1	Perform project, case and assignment writing	4	40
4	OUCW030L4V1	Perform contemporary script writing	4	75
<b>Total Nominal Learning Hours</b>				<b>350</b>

## Units & Elements at a Glance

### The Generic Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU009L3V1	Practice negotiation skill	<ol style="list-style-type: none"> <li>1. Plan negotiations</li> <li>2. Participate in negotiations</li> </ol>	20

### The Sector Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
SUICT002L2V1	Operate office application software	<ol style="list-style-type: none"> <li>1. Operate computer</li> <li>2. Install application software</li> <li>3. Use word processor to prepare/create documents</li> <li>4. Use spreadsheet to create /prepare worksheets</li> <li>5. Use presentation software to create / prepare presentation</li> <li>6. Print a document</li> </ol>	25
SUICT003L3V1	Access information using internet and electronic mail	<ol style="list-style-type: none"> <li>1. Access resources from internet</li> <li>2. Use and manage electronic mail</li> <li>3. Use audio/video tools for information transfer</li> </ol>	15
SUICT004L4V1	Comply to ethical standards in IT workplace	<ol style="list-style-type: none"> <li>1. Uphold the requirements of clients</li> <li>2. Deliver quality products and services</li> <li>3. Maintain professionalism at workplace</li> <li>4. Maintain workplace code of conduct.</li> </ol>	15
SUICT005L3V1	Interpret fundamentals of content writing	<ol style="list-style-type: none"> <li>1. Identify industry</li> <li>2. Identify demand</li> <li>3. Identify trends</li> <li>4. Identify legal aspects of content writing</li> <li>5. Identify ethical aspects of content writing</li> </ol>	50

## The Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OUCW027L4V1	Perform script translation	<ol style="list-style-type: none"> <li>1. Negotiate for script translation</li> <li>2. Prepare for script translation</li> </ol>	80
OUCW028L4V1	Perform promotional article writing	<ol style="list-style-type: none"> <li>1. Negotiate for promotional article writing</li> <li>2. Prepare Professional portfolio</li> <li>3. Prepare promotional article writing</li> </ol>	40
OUCW029L4V1	Perform project, case and assignment writing	<ol style="list-style-type: none"> <li>1. Negotiate for project, case and assignment writing</li> <li>2. Prepare project, case, and assignment writing</li> </ol>	40
OUCW030L4V1	Perform contemporary script writing	<ol style="list-style-type: none"> <li>1. Negotiate for contemporary script writing</li> <li>2. Identify information sources</li> <li>3. Generate ideas for article</li> <li>4. Create article on historical issues</li> <li>5. Create article on social issues</li> <li>6. Create article on business and economic issues</li> <li>7. Create article on political &amp; religious issues</li> </ol>	75