

# **SEG Awards Modern Foreign Languages - Japanese**

---

## **Qualification Guidance Entry 3 Award and Certificate in**

---

**Speaking and Listening - 603/2063/1**

**Reading and Writing - 603/2064/3**

**Practical - 603/2065/5**

---



## About Us

---

At Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

## Sources of Additional Information

---

Skills and Education Group Awards website [www.skillsandeducationgroupawards.co.uk](http://www.skillsandeducationgroupawards.co.uk) provides access to a wide variety of information.

## Copyright

---

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publishers.

This document may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

## Specification Code, Date and Issue Number

---

The specification code is A1964-E3, A9165-E3, C1966-E3.

Version	Date	Details of change
2.2	March 2020	New qualification guide
2.3	October 2021	New review date

This guide should be read in conjunction with the Indicative Content document **version 1.1** which is available on our secure website using the link above.

# Contents

---

About Us .....	2
Contents .....	3
Introduction .....	4
Pre-requisites .....	4
Qualification Structure and Rules of Combination .....	4
Assessment .....	6
Practice Assessment Material .....	6
Teaching Strategies and Learning Activities .....	6
Progression Opportunities .....	6
Tutor/Assessor Requirements .....	7
Reasonable Adjustments .....	7
Language .....	8
Qualification Summary.....	9
Unit Details .....	10
Speaking in a Non-Roman Language .....	11
Listening in a Non-Roman Language .....	12
Dialogue in a Non-Roman Language.....	13
Reading in a Non-Roman Language .....	14
Writing in a Non-Roman Language.....	15
Reading and Written Response in a Non-Roman Language.....	16
Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.....	17
Certification.....	18
Exemptions .....	18
Glossary of Terms .....	19

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

## Introduction

---

The Skills and Education Group Awards Entry 3 Award and Certificate in Modern Foreign Languages have been developed to replace the previous Languages qualifications. This redevelopment has been led by educational organisations delivering the courses and subject experts with vast experience in the field.

This suite of Skills and Education Group Awards language qualifications provide valuable opportunities for individuals to develop skills and gain underpinning knowledge and understanding in the four main areas of speaking, listening, reading and writing and is linked to the Common European Framework.

These qualifications enable learners to gain crucial language skills for work or social purposes. They allow learners to expand cultural knowledge, participate in multilingual communities and improve communication skills when travelling abroad for business and/or pleasure.

## Pre-requisites

---

There are no formal entry requirements for the Entry 3 qualification of this suite.

However, to fully benefit from a language qualification at a more advanced level, learners may find it advisable to have some prior knowledge and understanding.

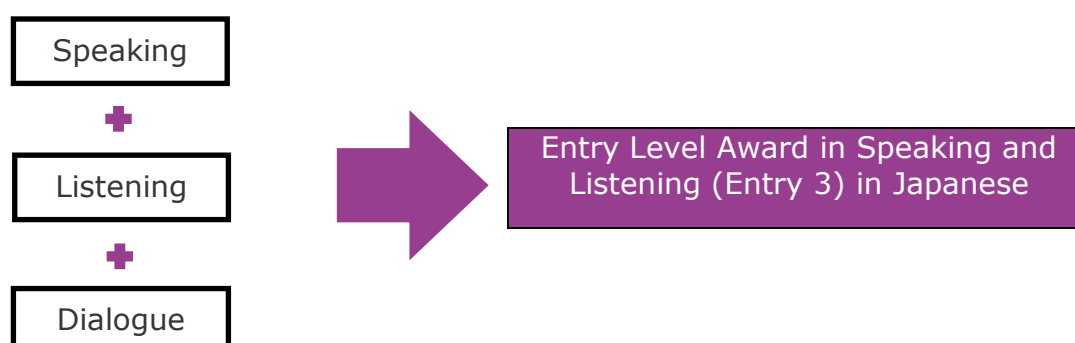
Skills and Education Group Awards would recommend that learners receive appropriate advice and guidance on the suitability of the qualification before embarking on any learning at higher levels.

## Qualification Structure and Rules of Combination

---

Learners must complete the required units from the diagram below which can be tailored to the Japanese language.

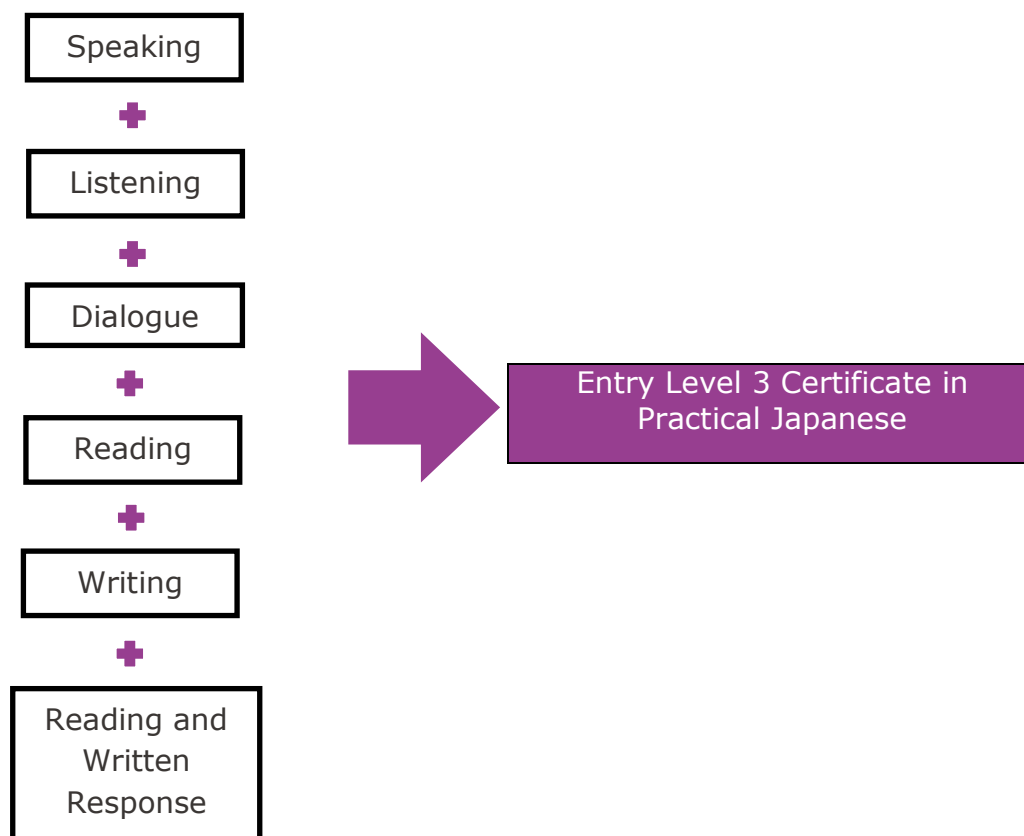
**Choose all three units below to acquire the Speaking and Listening qualification:**



**Choose all three units below to acquire the Reading and Writing qualification:**



**Choose all six units below to acquire the Practical qualification:**



**Rules of Combination:**

Speaking and Listening: Learners must achieve a minimum of 6 credits from the mandatory units.

Reading and Writing: Learners must achieve a minimum of 9 credits from the mandatory units.

Practical: Learners must achieve a minimum of 15 credits from the mandatory units.

Unit	Unit Number	Level	Credit Value	GL
<b>Mandatory Units</b>				
Speaking in a Non-Roman Language	F/615/9954	E3	2	20
Listening in a Non-Roman Language	J/615/9955	E3	2	20
Dialogue in a Non-Roman Language	L/615/9956	E3	2	20
Reading in a Non-Roman Language	R/615/9957	E3	3	25
Writing in a Non-Roman Language	Y/615/9958	E3	3	25
Reading and Written Response in a Non-Roman Language	D/615/9959	E3	3	25

## Assessment

---

Internal assessment, internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Units within these qualifications must be assessed in line with the appropriate assessment strategy as stated in each unit. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

## Practice Assessment Material

---

Skills and Education Group Awards confirm that there is no practice assessment material for this qualification.

## Teaching Strategies and Learning Activities

---

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

## Progression Opportunities

---

The SEG Awards Entry Level Japanese Language qualifications enable learners to progress to the SEG Awards Level 1 Japanese Language qualifications. Alternatively, learners could progress onto the SEG Awards French, Italian, German, Spanish, Arabic, Mandarin Chinese or Russian qualifications.

## Tutor/Assessor Requirements

---

Skills and Education Group Awards require those involved in the assessment process to be suitably experienced and/or qualified. In general terms, this usually means that the Assessor must be knowledgeable of the subject/occupational area to at least the level they are delivering/assessing at.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

## Reasonable Adjustments

---

Centres should be aware that Reasonable Adjustments which may be permitted for assessment, may in some instances, limit a learner's progression into the sector. Centres must therefore inform learners of any limits their learning difficulty may impose on future progression, if applicable.

The following points have been taken from Ofqual's '*Specifications in relation to the reasonable adjustment of general qualifications*' (2017) to help clarify the reasonable adjustments for our modern foreign languages qualifications.

### **Reading:**

Where an assessment seeks to test a learner's reading ability, a human reader must not be used as a reasonable adjustment.

#### Example:

In a modern foreign language assessment, designed to assess a student's reading skills in the language being assessed, a human reader should not be used. This is because the human reader could help the student to understand the text, even if the student could not read it themselves, for example through intonation or facial expressions. The human reader could help the student to understand the content or the mood of the text. This could prevent the awarding organisation from being able to assess the student's reading ability. In this instance, alternative reasonable adjustments such as an electronic reader could be used instead, as this would not provide the additional meaning that a human reader might.

### **Writing:**

Where an assessment seeks to test a learner's written communication skills, a human scribe, speech recognition system or other writing aid must not be used as a reasonable adjustment.

### **Knowledge and Understanding of a Language:**

Where an assessment seeks to test a learner's knowledge of, skills in, or understanding of a particular language, the use of an alternative language – such as British Sign Language – must not be used as a reasonable adjustment where such use would prevent the learner demonstrating the required knowledge, skills or understanding.

#### Example 1

In a modern foreign language assessment, students must not give their answers in BSL, where the assessment requires the answers to be given in the foreign language being

assessed. In addition, where questions or stimulus materials are written in the foreign language being assessed, these must not be translated into BSL.

### Example 2

SSE may be permitted as a reasonable adjustment for a student to demonstrate their communication skills. This is because the student would still be communicating in English and not an alternative language, so the knowledge, skills and understanding being demonstrated are not being changed.

### **Access to Text and Other Materials:**

Materials and other resources that are not normally made available to learners during an assessment must not be provided as a reasonable adjustment where that provision would compromise the ability of the awarding organisation to make judgements on the learner's knowledge, skills and understanding being assessed.

To read Ofqual's full publication, please follow the link below:

<https://www.gov.uk/government/publications/specifications-in-relation-to-the-reasonable-adjustment-of-general-qualifications>

## **Language**

---

These specifications and associated assessment materials are in English only.



## Qualification Summary

<b>Qualification</b>								
<b>Japanese</b> Entry 3 Award in Speaking and Listening in Japanese [603/2063/1] Entry 3 Award in Reading and Writing in Japanese [603/2064/3] Entry 3 Certificate in Practical Japanese [603/2065/5]								
<b>Qualification Purpose</b>	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area							
<b>Age Range</b>	Pre 16	✓	16-18	✓	18+		19+	✓
<b>Regulation</b>	The above qualifications are regulated by Ofqual							
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Internal assessment</li> <li>Internal and external moderation</li> </ul>							
<b>Type of Funding Available</b>	See FaLA (Find a Learning Aim)							
<b>Qualification/Unit Fee</b>	See Skills and Education Group Awards web site for current fees and charges							
<b>Grading</b>	Pass To achieve a Pass, learners must complete all units as stated in the rule of combination (RoC)							
<b>Operational Start Date</b>	01/09/2017							
<b>Review Date</b>	31/08/2024							
<b>Operational End Date</b>								
<b>Certification End Date</b>								
<b>Guided Learning (GL)</b>	Speaking and Listening: 60 hours Reading and Writing: 75 hours Practical: 135 hours							
<b>Total Qualification Time (TQT)</b>	Speaking and Listening: 60 hours Reading and Writing: 90 hours Practical: 150 hours							
<b>Skills and Education Group Awards Sector</b>	Practical Languages							
<b>Ofqual SSA Sector</b>	12.2 Other languages, literature and culture							
<b>Support from Trade Associations/Stakeholder Support</b>	Skills CFA							
<b>Administering Office</b>	See Skills and Education Group Awards web site							

## Unit Details

---

## Speaking in a Non-Roman Language

<b>Unit Reference</b>	<b>F/615/9954</b>
<b>Level</b>	<b>Entry 3</b>
<b>Credit Value</b>	<b>2</b>
<b>Guided Learning</b>	<b>20 hours</b>
<b>Unit Summary</b>	<p>Learners will be able to use basic words and key phrases in familiar situations in the target language and ask simple questions.</p> <p>A simple dictionary can be used by learners to prepare for both learning outcomes but any notes made in the target language must be handed in to the tutor prior to the assessment.</p> <p>This unit does <b>not</b> need to be recorded.</p>
<b>Learning Outcomes (1 to 2)</b> <i>The learner will</i>	<b>Assessment Criteria (1.1 to 2.1)</b> <i>The learner can</i>
1. Be able to express basic words and short phrases in the target language	<p>1.1 Generate at least 4 phrases relating to familiar events which must include the following:</p> <ol style="list-style-type: none"> <li>a limited range of everyday vocabulary/set phrases including 1 negative</li> <li>simplest ways of expressing the present tense/timeframe</li> <li>basic link words in everyday use</li> <li>pronunciation that is sufficient to be understood</li> <li>basic numbers (at least 1-1000)</li> </ol>
2. Be able to express short and simple questions in the target language	<p>2.1 Generate at least 6 short and simple questions using:</p> <ol style="list-style-type: none"> <li>a limited range of everyday vocabulary/set phrases</li> <li>simplest ways of expressing the present tense/timeframe</li> <li>a limited range of basic question forms</li> <li>pronunciation that is sufficient to be understood</li> </ol>
<p><b>Links to National Occupational Standards</b>            UK Occupational Language Standards 2010:            Speak: Basic, Performance Criteria 1-8            Common European Framework: A1 Spoken Production</p>	

## Listening in a Non-Roman Language

<b>Unit Reference</b>	<b>J/615/9955</b>
<b>Level</b>	<b>Entry 3</b>
<b>Credit Value</b>	<b>2</b>
<b>Guided Learning</b>	<b>20 hours</b>
<b>Unit Summary</b>	Learners will be able to demonstrate understanding of basic words and key phrases in familiar situations spoken in the target language. Learners will also be able to extract specific details from a passage spoken in the target language. <b>Learners must not use a dictionary in this unit.</b>
<b>Learning Outcomes (1 to 2)</b> <i>The learner will</i>	<b>Assessment Criteria (1.1 to 2.2)</b> <i>The learner can</i>
1. Be able to recognise and understand basic words and short phrases expressed orally in the target language	<p>1.1 Listen to at least 8 phrases in the target language which must include:</p> <ul style="list-style-type: none"> <li>a. a limited range of everyday vocabulary</li> <li>b. simplest ways of expressing the present tense/timeframe</li> <li>c. a negative statement</li> <li>d. a simple question form</li> <li>e. expressions of like / dislike</li> <li>f. basic numbers (at least 1-1000)</li> </ul> <p>1.2 Demonstrate understanding of the above, by answering in English a minimum of 5 questions set in English</p>
2. Be able to extract specific details from given material expressed orally in the target language	<p>2.1 Listen to a short passage in the target language which must include:</p> <ul style="list-style-type: none"> <li>a. a limited range of everyday vocabulary</li> <li>b. simplest ways of expressing the present tense/timeframe</li> <li>c. basic numbers (at least 1-1000)</li> <li>d. a negative statement</li> <li>e. basic link words in everyday use</li> </ul> <p>2.2 Demonstrate understanding of the above by noting in English at least 5 specific details</p>
<b>Links to National Occupational Standards</b> UK Occupational Language Standards 2010: Understand: Basic, Performance Criteria 1-7 Common European Framework: A1 Listening	

## Dialogue in a Non-Roman Language

<b>Unit Reference</b>	<b>L/615/9956</b>
<b>Level</b>	<b>Entry 3</b>
<b>Credit Value</b>	<b>2</b>
<b>Guided Learning</b>	<b>20 hours</b>
<b>Unit Summary</b>	Learners will be able to understand and use simple phrases and questions to exchange information in familiar situations in the target language. A dictionary can be used by learners to prepare for the assessment but any notes made in the target language must be handed in to the tutor prior to the assessment. Please note the dialogue <b>must</b> be recorded (audio or video) and should be tutor led.
<b>Learning Outcomes (1 to 1)</b> <i>The learner will</i>	<b>Assessment Criteria (1.1 to 1.1)</b> <i>The learner can</i>
1. Be able to take part in a simple dialogue in the target language	<p>1.1 Participate in a dialogue with a minimum of 12 simple phrases (the learner must contribute a minimum of 6 utterances) which must include:</p> <ol style="list-style-type: none"> <li>a limited range of everyday vocabulary</li> <li>simplest ways of expressing the present tense/timeframe</li> <li>one question from the learner</li> <li>an appropriate response to an unknown question</li> <li>basic numbers (at least 1–1000)</li> <li>a negative response from the learner</li> <li>basic link words in everyday use</li> <li>pronunciation that is sufficient to be understood</li> </ol>
<b>Links to National Occupational Standards</b> UK Occupational Language Standards 2010: Speak: Basic, Performance Criteria 1-8 Understand: Basic, Performance Criteria 1-7 Common European Framework: A1 Spoken Interaction, A1 Spoken Production, A1 Listening	

## Reading in a Non-Roman Language

<b>Unit Reference</b>	<b>R/615/9957</b>
<b>Level</b>	<b>Entry 3</b>
<b>Credit Value</b>	<b>3</b>
<b>Guided Learning</b>	<b>25 hours</b>
<b>Unit Summary</b>	Learners will recognise basic written signs and understand simple written instructions and texts on familiar subjects in the target language. Written work produced by learners does not need to be handwritten. A dictionary can be used by learners for this unit.
<b>Learning Outcomes (1 to 2)</b> <b><i>The learner will</i></b>	<b>Assessment Criteria (1.1 to 2.2)</b> <b><i>The learner can</i></b>
1. Understand basic instructions/signs in the target language	1.1 Read and give the meaning in English to 10 signs/instructions given in the target language using a dictionary/glossary if required
2. Understand a text in the target language consisting of vocabulary in everyday use	2.1 Read a simple written text in the target language which must include: <ul style="list-style-type: none"> <li>a. a limited range of everyday vocabulary</li> <li>b. simplest ways of expressing the present tense/timeframe</li> <li>c. a negative form</li> <li>d. basic link words in everyday use</li> <li>e. basic numerical data (at least 1–1000)</li> </ul> using a dictionary/glossary if required  2.2 Respond in English to 5 questions set in English demonstrating understanding of the text above using a dictionary/glossary if required
<b>Links to National Occupational Standards</b> UK Occupational Language Standards 2010: Read: Basic, Performance Criteria 1-9 Common European Framework: A1 Reading	

## Writing in a Non-Roman Language

<b>Unit Reference</b>	<b>Y/615/9958</b>
<b>Level</b>	<b>Entry 3</b>
<b>Credit Value</b>	<b>3</b>
<b>Guided Learning</b>	<b>25 hours</b>
<b>Unit Summary</b>	Learners will learn how to write basic short phrases and sentences on familiar topics. They will demonstrate their ability to do this by composing lists and basic messages on familiar topics in the target language. Written work produced by learners does not have to be handwritten. A dictionary can be used by learners for this unit.
<b>Learning Outcomes (1 to 2)</b> <b><i>The learner will</i></b>	<b>Assessment Criteria (1.1 to 2.1)</b> <b><i>The learner can</i></b>
1. Be able to produce a simple list of items on familiar topics in the target language	1.1 Write a simple list of a minimum of 7 items in the target language from a specific topic using a dictionary/glossary if required
2. Be able to write a basic short message or note in the target language	2.1 Write a basic message or note in the target language conveying at least one piece of information and one question demonstrating: <ul style="list-style-type: none"> <li>a. simplest ways of expressing the present tense/timeframe</li> <li>b. correct use of basic sentence structures</li> <li>c. correct use of basic question forms</li> </ul> using a dictionary/glossary if required
<b>Links to National Occupational Standards</b> UK Occupational Language Standards 2010: Write: Basic, Performance Criteria 1-8 Common European Framework: A1 Writing	

## Reading and Written Response in a Non-Roman Language

<b>Unit Reference</b>	<b>D/615/9959</b>
<b>Level</b>	<b>Entry 3</b>
<b>Credit Value</b>	<b>3</b>
<b>Guided Learning</b>	<b>25 hours</b>
<b>Unit Summary</b>	Learners will be able to read simple messages including questions or requests for information on familiar subjects in the target language and produce a written response in the target language. Written work produced by learners does not need to be handwritten. A dictionary can be used by learners for this unit.
<b>Learning Outcomes (1 to 1) <i>The learner will</i></b>	<b>Assessment Criteria (1.1 to 1.2) <i>The learner can</i></b>
1. Be able to read and respond to simple written material in the target language	<p>1.1 Read a simple message written in the target language which must include:</p> <ol style="list-style-type: none"> <li>questions or requests for information</li> <li>a limited range of everyday vocabulary</li> <li>simplest ways of expressing the present tense/timeframe</li> <li>a negative form</li> <li>basic link words in everyday use</li> <li>basic numerical data (within the range 1-1000)</li> </ol> <p>using a dictionary/glossary if required</p> <p>1.2 Write a short reply in the target language responding to the questions or requests for information contained within the message above using a dictionary/glossary if required</p>
<b>Links to National Occupational Standards</b> UK Occupational Language Standards 2010: Read: Basic, Performance Criteria 1-9 Write: Basic, Performance Criteria 1-8 Common European Framework: A1 Reading, A1 Writing	



# Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

---

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- Recognition of Prior Learning (RPL) – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- Exemption - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.
- Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.

It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.

Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.

- Credit Transfer – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
  - Original certificates OR
  - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- Equivalencies – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from the Skills and Education Group Awards website.

## Certification

---

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards' policies and procedures are available on the website.

## Exemptions

---

This qualification contains barred units, equivalencies or exemptions. These are identified in the [Qualification Structure and Rules of Combination on page 4](#).

# Glossary of Terms

---

## **GL (Guided Learning)**

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated formative assessment
- The learner is being observed as part of a formative assessment.

## **TQT (Total Qualification Time)**

‘The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.