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| Title | **Communicate with others** |
| Level | **2** | **Credits** | **6** |

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| Purpose | These competency standards will ensure that the trainee will be able to develop the skills necessary for communication. The learner should communicate efficiently and collect requirements from the client Regarding product/ services. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **L1:****Communicate with Client/ Owner/ Boss/ Stakeholder** | **Trainee will be able to:****P1.** Listen to client/owner/ boss and synthesize relevant information about all problems and perceive their requirements related to product/ service. | **Trainee will be able to :****K1.** Know communication and interpersonal communication.**K2.** Learn skills needed to interact in a social environment communicate effectively in order to sort out requirements and needs.**K3.** Apply communication skills to facilitate the stakeholders in their understanding and enable them undertake decisions as equal partners.**K4.** Communicate effectively, both orally and in writing.**K5.** Synthesize and present information to fulfil the needs of the client, and discuss achievable goals and final |

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|  |  | product/ services. |
| **L2:****Communicate with Senior/ Junior/ Peers** | **Trainee will be able to:****P1.** Develop a strategy for using communication skills**P2.** Interact with other professionals involved in design development through effective teamwork | **Trainee will be able to :****K1.** Communicate effectively with colleagues, peers, the community, other related personals to exchange information over an extended period of time.**K2.** Monitor and critically reflect on use of communication skills, adapting suitable strategy , to produce the quality of outcomes required. |