

Unit 6: Social and Civic Competences

Learning Hours: 30

Unit Level: 1

Unit Description

Interpersonal competences cover forms of behaviour that equip individuals to participate in an effective and constructive way in social and working life in an increasingly diverse society, and to resolve conflict where necessary.

This unit is made up of a number of competences including:

- The participation in civic life based on knowledge of social and political concepts
- Developing the skills of communication with a sense of care and respect for others
- Learning to work with others in an effective way
- Understand self-management skills and foster a sense of responsibility for their own actions and behavior
- Develop a sense of social responsibility and appreciate the interdependence of the society in which they live.
- Learn and understand several problem solving techniques and how to apply them to everyday context

Learning Outcomes

To achieve this unit the student must be able to:

1. *Demonstrate ability to communicate effectively with oneself and others.*
2. *Show self respect, respect for others and for society rules.*
3. *Show ability to analyse and come with various alternatives to solve a problem.*
4. *Show signs of personal responsibility for their actions and behaviours.*
5. *Show a sense of social responsibility and understand the interdependence nature of the environment in which they live.*

Content

The topics listed hereunder are arranged in the order of how they should follow one another. It is strongly recommended that this order be preserved during teaching and learning.

1. Communication

- 1.1. Basic Awareness of Interpersonal Communication and the Communication Process
- 1.2. Have simple knowledge of Work-Related Communication
- 1.3. Understand basic significance of Non-Verbal Communication

2. Working with Others

- 2.1. Understand basic nature of Conflict
- 2.2. Learn basic Conflict Management Skills
- 2.3. Familiarise with the Group Development Stages
- 2.4. Have a basic awareness of Teamwork and Co-operation at Work
- 2.5. Understanding the basic signs of harassment and abuse at Work

3. Problem Solving

- 3.1. Understand basic Time Management Techniques
- 3.2. Practice basic Decision Making Techniques
- 3.3. Handle oral and simple written instructions within a working environment
- 3.4. Basic Problem Solving
- 3.5. Identifying relevant objects both in private and working environment

4. Self-Management

- 4.1. Have basic knowledge of Health and Safety Rules for Personal and Others' Safety at Work and Home
- 4.2. Dealing with Bullies at Work, School and Personal Life
- 4.3. Ground Rules at School and Work
- 4.4. Negative Implications of Smoking
- 4.5. Understand the terms of Dependency, Tolerance and Addiction
- 4.6. The effects of Alcohol and Drugs
- 4.7. Learning about the factors which lead to Drug Abuse
- 4.8. Become aware of the Personal Limits of Intimacy

5. Civic Skills

- 5.1. The effects of Violent Behaviour from different people in different situations
- 5.2. The Workplace Environment
- 5.3. Animal Rights
- 5.4. The Rights of Association of Workers and the Nature of Trade Unions

Assessment

Methodology

Students will be demanded to take active participation in class through but not limited to:

- Portfolio containing class notes, handouts given and any individual piece which they may add to their file.
- Class discussion and participation in the group activities

Assignment

The assignment will be divided between a practical approach carrying 70% of the final mark and focus on class participation carrying 30% of the marks.

In the practical part of their assignment the students will be asked to visit a voluntary organisation throughout the year and perform 10 hours voluntary work with the organisation they chose. They will be presented with a form that will be filled by a person in charge of that organisation and mark the hours the student has helped in that organisation. The form is provided with this document. This will be exclusively VOLUNTARY work and no payment will be required. At the end of the year the students will be asked to do a presentation of 15 minutes during which they will describe their experience and their work at the organisation. The marks will be divided accordingly:

- 40% for the 10 hours voluntary work at an organisation they chose
- 30% for the 15 minutes presentation at the end of the year

The class participation will carry a total of 30% of the marks. This includes both attendance as well as the contribution given by that student in the class. The actual physical presence of the student (without any hints of interest or participation) will not automatically ensure that the student will get high marks.



Learning and Support Unit

Name of Student: _____ Course: _____

Organisation: _____

Person in Charge: _____

Position: _____ Class: _____

Date	Signature	Duration
Total Hours		