

Unit 2:

Communications for Engineering Technicians

Unit code:	M/600/0251
QCF Level 3:	BTEC National
Credit value:	10
Guided learning hours:	60

● Aim and purpose

This unit gives learners the opportunity to apply the wide range of communication methods used within engineering. These methods include visual representation, verbal and written skills, obtaining and using information and the use of information and communications technology.

● Unit introduction

The ability to communicate effectively is an essential skill in all aspects of life. The usual methods of communication – speaking, reading and writing – receive considerable attention and learning time during all stages of education. For engineers, these skills are of no less importance, but there are further complications with the need to also convey technical information such as scale, perspective and standards of working.

The drive towards greater use of information and communication technology (ICT) is also very much a part of modern life and this again is certainly the case for engineering. The engineering industry is in the front line of working towards paperless communication methods, for example the electronic transfer of data from the concept designer straight to the point of manufacture.

This unit will provide a foundation for employment in a wide range of engineering disciplines (for example manufacturing, maintenance, communications technology) in addition to providing a foundation for further study. It aims to develop learners' ability to communicate using a diverse range of methods. These include visual methods, such as drawing and sketching, and computer-based methods, such as two-dimensional (2D) computer aided drawing (CAD) and graphical illustration packages. It will also develop learners' ability to write and speak within a framework of technology-based activities using relevant and accurate technical language appropriate to the task and the audience.

The unit will also introduce learners to a variety of skills and techniques to obtain and use information, for example the presentation of technical reports, business and technical data and the use of visual aids for presentations. Learners will also consider how to make best use of ICT within technological settings that are relevant to their programme of study or area of employment.

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