

Record of learner achievement

SKILLSFIRST LEVEL 2 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH: *Speaking, Listening and Communicating*

Learner full name: <i>Wan Participant</i>	
Date of birth: <i>01/01/84</i>	Skillsfirst Learner no: <i>7654321</i>
Work location: <i>Maynut College, Frackling, FR2 4GH.</i>	

Assessor full name: <i>SF Staff</i>
Assessment task: <i>Observation and Reporting</i>
Additional assessment requirements: <i>Used a hearing loop</i>
Additional comments / incidents: <i>None</i>

Result (please indicate a pass if the learner has demonstrated a secure overall performance for each SOS i.e. there is a tick on each row of the assessment sheet overleaf. Please indicate a fail if there is a cross on any row of the assessment sheet overleaf)	Pass	Fail <i>Y</i>
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Learner signature: <i>W Participant</i>	Date: <i>28/06/19</i>
Assessor signature: <i>SF Staff</i>	Date: <i>28/06/19</i>
Internal Verifier/Assessor signature: <i>N/A</i> (if sampled)	Date:

This form must be completed and retained by the centre in a secure place for a minimum of three years. It must be made available to Skillsfirst or your external verifier/assessor upon request.

Speaking, Listening and Communicating assessment sheet: Level 2

Level 2 overall performance across the range of requirements for the level must be secure; any insufficient demonstration of any individual content statement must be balanced by appropriate demonstration of that same content statement elsewhere.

SOS ref	You must observe the learner doing each of the following consistently across the sub-tasks.	Insert a tick (✓) if yes Insert a cross (X) if not.
1	Identify relevant information from extended explanations or presentations	✓
2	Follow narratives and lines of argument	✓
3	Respond effectively to detailed or extended questions and feedback	X
4	Make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts	X
5	Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required	X
6	Express opinions and arguments and support them with relevant and persuasive evidence	✓
7	Use language that is effective, accurate and appropriate to context and situation	✓
8	Make relevant and constructive contributions to move discussion forward	✓
9	Adapt contributions to discussions to suit audience, purpose and medium	✓
10	Interject and redirect discussion using appropriate language and register	X

Sub-Task 1 – Assessor evidence/comments:

Your presentation (on your recent holiday in Bridlington), was interesting but didn't go beyond a simple narrative of what you did each day. There was no information about the resort and you gave little information, other than what you actually did. You did not give any detail about what helped you to remember the holiday other than you enjoyed it.

You found it difficult to respond to questions and tended to repeat information from the presentation, rather than actually answer the questions. You didn't ask any questions.

Sub-Task 2 – Assessor evidence/ comments:

Although you contributed to the discussion (ST2), you tended to repeat the same idea several times, rather than moving forward with the discussion. You need to focus on the purpose of discussion more and realise that the whole activity is not focused around you.

Again, you didn't ask any questions or make any requests at all.

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