

Record of learner achievement

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

Learner full name: <i>Ann Student</i>	
Date of birth: <i>01/01/84</i>	Skillsfirst Learner no: <i>555555</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>None</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 <i>Y</i>	Fail
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Learner signature: <i>A Student</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	✓
4	Make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts	✓
5	Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required	✓
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	✓

Sub-Task 1 – Assessor evidence/comments:

Excellent presentation on a recent accident in the workshop. Very clear and dealt effectively with what happened, how this linked with recent system changes and what helped you to remember everything so well. You answered questions with an appropriate amount of detail and questioned back when what was being asked wasn't clear.

Sub-Task 2 – Assessor evidence/ comments:

You took a leading role in the discussion (ST2) and really helped to move the discussion forward to identify clear 'top tips'.

You demonstrated all the SOS throughout both sub-tasks and well deserved the pass.

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