

Record of learner achievement

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

Learner full name: <i>Andy Example</i>	
Date of birth: <i>01/01/84</i>	Skillsfirst Learner no: <i>666666</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>There should have been 5 learners in the group but one couldn't be released from work and one was ill so only 3 in the group.</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 Learner</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:

The presentation (on a road accident you were in recently) was interesting and informative. The diagram you showed of the road layout was helpful. You didn't include much in your presentation about what helped you to remember what had happened, although you responded well to questions about this.

Sub-Task 2 – Assessor evidence/ comments:

You were quiet at first but went on to suggest several good 'tips' in the discussion. You followed Jack's ideas and, although you disagreed with him, you did this in a polite and respectful way. You asked several relevant questions.

Overall, across the two sub-tasks you showed secure performance for the level. Where there was minimal demonstration of any individual content statement in one sub-task (eg in this sub-task 2 you weren't really asked many questions but you were in ST1 where you responded really well). Therefore, overall, you deserve this pass.

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