

KEY SKILLS 20004 STANDARDS: PORTFOLIO ASSESSMENT RECORD

COMMUNICATION - LEVEL 1

At least ONE image must be used, *either* to obtain information, *or* to convey information in the discussion or one of the written documents to help the audience/reader understand the points being made.

Centre Number:

Centre Name:

Candidate Number:

Candidate Name:

PLEASE REFER TO THE REGULATORS *KEY SKILLS GUIDANCE* DURING YOUR ASSESSMENT.

Evidence required	✓ Evidence meets Standard	Assessor Comment/Date Assessed
<p>C1.1</p> <p>Take part in either a one-to-one discussion or a group discussion.</p> <p>Evidence shows the candidate can:</p> <p>1.1.1 provide information that is relevant to the subject and purpose of the discussion</p> <p>1.1.2 communicate clearly in a way that suits the situation and responds appropriately to others.</p>		
<p>C1.2</p> <p>Read and obtain information from at least one document.</p> <p>Evidence shows the candidate can:</p> <p>1.2.1 read relevant material</p> <p>1.2.2 identified accurately the main points and ideas</p> <p>1.2.3 use the information to suit their purpose.</p>		

Evidence Required	✓ Evidence meets the Standard		Assessor Comments
<p>C1.3</p> <p>Write two different types of documents.</p> <p>Evidence shows the candidate can:</p> <p>1.1.3 present relevant information in a format that suits their purpose</p> <p>1.3.2 spell, punctuate and use grammar accurately</p> <p>1.3.3 make their meaning clear.</p>	Doc 1	Doc 2	
<p>Overall, at least one image used?</p>			
<p>Following your assessment has the candidate 'passed'?</p>			

I confirm that the above candidate's work meets the standard for this key skill and 'passes' the internal assessment. I also confirm that every reasonable step has been taken to ensure that the work presented is that of the candidate named.

Assessor: Signature: Date:

To be completed by the Internal Verifier/Coordinator (if applicable)

I confirm that the internal assessment of this portfolio was sampled as part of the centre's internal quality assurance procedures and that relevant records, including feedback to the assessor, have been kept.

Internal Verifier/
Coordinator: Signature: Date:

KEY SKILLS 2004 : PORTFOLIO ASSESSMENT RECORD

COMMUNICATION - LEVEL 2

At least ONE image should be used to *either* obtain information *or* to convey information in the discussion, talk *or* one of the written documents in order to help the audience/reader understand the points being made.

Centre Number:

Centre Name:

Candidate Number:

Candidate Name:

PLEASE REFER TO THE REGULATORS *KEY SKILLS GUIDANCE* DURING YOUR ASSESSMENT.

Evidence required	✓ Evidence meets Standard	Assessor Comments/Date Assessed
<p>C2.1a</p> <p>Take part in a group discussion.</p> <p>Evidence shows the candidate can:</p> <p>2.1a.1 make clear and relevant contributions in a way that suits their purpose and situation</p> <p>2.1a.2 respond appropriately to others</p> <p>2.1a.3 help to move the discussion forward.</p>		
<p>C2.1b</p> <p>Give a talk of at least four minutes.</p> <p>Evidence shows the candidate can:</p> <p>2.1b.1 speak clearly in a way that suits their subject, purpose and situation</p> <p>2.1b.2 keep to the subject and structure their talk to help listeners follow what they are saying</p> <p>2.1b.3 use appropriate ways to support their main points.</p>		

Evidence required	✓ Evidence meets Standard		Assessor Comments/Date Assessed
<p>C2.2 Read and summarise information from at least two documents about the same subject.</p> <p>Each document must be a minimum of 500 words long.</p> <p>Evidence shows the candidate can:</p> <p>2.2.1 select and read relevant documents</p> <p>2.2.2 identify accurately the main points, ideas and lines of reasoning</p> <p>2.2.3 summarise the information to suit their purpose.</p>	Doc 1	Doc 2	
<p>2.3 Write two different types of documents each one giving different information.</p> <p>One document must be at least 500 words long.</p> <p>Evidence shows the candidate can:</p> <p>2.3.1 present relevant information in a format that suits their purpose</p> <p>2.3.2 use a structure and style of writing to suit their purpose</p> <p>2.3.3 spell, punctuate and use grammar accurately</p> <p>2.3.4 make their meaning clear.</p>	Doc 1	Doc 2	
<p>Overall, at least one image used?</p>			
<p>Following your assessment, has the candidate passed?</p>			

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**KEY SKILLS 2004 : PORTFOLIO ASSESSMENT RECORD
COMMUNICATION - LEVEL 3**

At least ONE image should be used, *either* to obtain information (C3.2) *or* to convey information in one of the written documents. (C3.3)

Centre Number: Centre Name:

Candidate Number: Candidate Name:

PLEASE REFER TO THE REGULATIONS *KEY SKILLS GUIDANCE* DURING YOUR ASSESSMENT.

Evidence required	✓ Evidence meets Standard	Assessor Comments/Date Assessed
<p>C3.1a</p> <p>Take part in a group discussion.</p> <p>Evidence shows the candidate can:</p> <p>3.1a.1 - make clear and relevant contributions in a way that suits their purpose and situation</p> <p>3.1a.2 - respond sensitively to others, and develop points and ideas</p> <p>3.1a.3 - encourage others to contribute.</p>		
<p>C3.1b</p> <p>Make a formal presentation of at least eight minutes using an image or other support material.</p> <p>Evidence shows the candidate can:</p> <p>3.1b.1 speak clearly and adapt their style of presentation to suit their purpose, subject, audience and situation</p> <p>3.1b.2 structure what they say to progress logically through each stage of their presentation</p> <p>3.1b.3 use an image or other material to support or enhance what they are saying.</p>		
<p>Image or support material used in presentation?</p>		

Evidence Required	✓ Evidence meets Standard		Assessor Comments/Date Assessed
<p>C3.2 Read and synthesise information from at least two documents about the same subject.</p> <p>Each document must be a minimum of 1,000 words long.</p> <p>Evidence must show the candidate can:</p> <p>3.2.1 select and read relevant documents</p> <p>3.2.2 identify accurately, and compare, the main points, ideas and lines of reasoning</p> <p>3.2.3 present their own interpretation of the subject in a way that is coherent and brings together information from different documents to suit their purpose.</p>	Doc 1	Doc 2	

<p>C3.3</p> <p>Write two different types of documents, each one giving different information about complex subjects.</p> <p>One document must be at least 1,000 words long.</p> <p>Evidence shows the candidate can:</p> <p>3.3.1 select and use a format and style of writing that is appropriate to their purpose and complexity of the subject matter</p> <p>3.3.2 organise material coherently to suit the length, complexity and purpose of their document</p> <p>3.3.3 spell, punctuate and use grammar accurately</p> <p>3.3.4 make your meaning clear.</p>	<p>Doc 1</p>	<p>Doc 2</p>	
<p>At least one image used in C3.2 or C3.3?</p>			
<p>Following your assessment, has the candidate 'passed'.</p>			

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COMMUNICATION - LEVEL 4

Produce evidence of meeting the requirements for C4.1, C4.2 and C4.3 as part of one activity.

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Evidence required	✓ Evidence meets Standard	Assessor Comments/Date Assessed
<p>C4.1</p> <p>Develop a strategy for using communication skills over an extended period of time.</p> <p>Evidence shows the candidate can:</p> <p>4.1.1 clearly identify the outcomes they hope to achieve</p> <p>4.1.2 plan their use of communication skills, and make a reasoned selection of methods for achieving the quality of outcomes required</p> <p>4.1.3 identify relevant sources and research the information.</p>		
<p>C4.2</p> <p>Monitor progress and adapt your strategy, as necessary, to achieve the quality of outcomes required in work involving at least:</p> <p>one group discussion about a complex subject one document of 1,000 words or more about a complex subject.</p> <p>Evidence shows the candidate can:</p> <p>4.2.1 evaluate and synthesise information from different sources</p> <p>4.2.2 communicate relevant information with accuracy, effectively using a form, structure and style that suits their purpose, and respond perceptively to contributions from others</p> <p>4.2.3 monitor and critically reflect on their use of communication skills, adapting their strategy as necessary to produce the quality of outcomes required.</p>		

Evidence Required	✓ Evidence meets Standard	Assessor Comments/Date Assessed
<p>C4.3</p> <p>Evaluate your overall strategy and present the outcomes from your work, using at least one formal oral presentation. Include a variety of verbal, visual and other techniques to illustrate your points.</p> <p>Evidence shows the candidate can:</p> <p>4.3.1 organise and clearly present relevant information, illustrating what they say in ways that suit their purpose, subject and audience</p> <p>4.3.2 vary use of vocabulary and grammatical expression to convey particular effects, enable fine distinctions to be made, achieve emphasis and engage the audience</p> <p>4.3.3 assess the effectiveness of their strategy, including factors that had an impact on the outcomes, and identify ways to further develop their Communication skills.</p>		
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