

Record of learner achievement

SKILLSFIRST LEVEL 1 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH: *Speaking, Listening and Communicating*

Learner full name:	
Date of birth:	Skillsfirst Learner no:
Work location:	

Assessor full name:
Assessment task:
Additional assessment requirements:
Additional comments / incidents:

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

Learner signature:	Date:
Assessor signature:	Date:
Internal Verifier/Assessor signature: <i>(if sampled)</i>	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 1

Level 1 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 and lines of argument in explanations or presentations.	
2	Make requests and ask relevant questions to obtain specific information in different contexts.	
3	Respond effectively to detailed questions.	
4	Communicate information, ideas and opinions clearly and accurately on a range of topics.	
5	Express opinions and arguments and support them with evidence.	
6	Follow and understand discussions and make contributions relevant to the situation and the subject.	
7	Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium.	
8	Respect the turn-taking rights of others during discussions, using appropriate language for interjection.	

Sub-Task 1 – Assessor evidence/comments:

Sub-Task 2 – Assessor evidence/ comments:

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