**LEVEL 1 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH: SPEAKING, LISTENING AND COMMUNICATION**

**RECORD OF LEARNER ACHIEVEMENT**

|  |  |
| --- | --- |
| **Learner name:** | |
| **Date of birth:** | **Learner number:** |
| **Location:** | |

|  |
| --- |
| **Assessor name:** |
| **Assessment task:** |
| **Additional assessment requirements:** |
| **Additional comments / incidents:** |

|  |  |  |
| --- | --- | --- |
| **Result** (please insert a ‘Y’ or tick as appropriate) | **Achieved** | **Not Achieved** |

|  |  |
| --- | --- |
| *I declare that the record presented for this assessment is entirely my own work.* | |
| **Learner signature:** | **Date:** |
| *I confirm that:*   1. *the learner’s identity has been checked.* 2. *the assessment was conducted under controlled conditions.* 3. *the learner has been assessed against the required assessment criteria.* | |
| **Assessor signature:** | **Date:** |
| **Internal Quality Assurer signature:**  *(if sampled)* | **Date:** |

***This Record of Learner Achievement must be submitted to FutureQuals via a secure method prior to confirming the learner’s achievement through the online XAMS platform.***

***This form must be completed and the original retained by the centre in a secure place. The original must be made available to FutureQuals or your external quality assurer/moderator upon request.***

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**ASSESSMENT SHEET – DISCUSSION 1**

|  |  |  |
| --- | --- | --- |
| **Skill standard** | **The learner can:** | **AC Achieved?** |
| **SS1** | Make relevant and extended contributions to discussions, allowing for and responding to others’ input. |  |
| **SS2** | Prepare for and contribute to the formal discussion of ideas and opinions. |  |
| **SS3** | Make different kinds of contributions to discussions. |  |
| **SS4** | Present information/points of view clearly and in appropriate language. |  |
| **Skill standard** | **Record of discussion**  *This could include: records of questions asked, responses, observations or interactions.* | |
| **SS1** | *For example, does the learner make effective, relevant and extended contributions to the discussion, allowing for and responding to others’ input?* | |
| **SS2** | *For example, does the learner* *contribute effectively to the discussion with ideas and opinions?* | |
| **SS3** | *For example, does the learner make effective and varied contributions to* *the discussion?* | |
| **SS4** | *For example, does the learner present information and points of view clearly to an audience and in suitable language?* | |

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| **Additional assessor evidence/comments:** |

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**ASSESSMENT SHEET – DISCUSSION 2**

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| --- | --- | --- |
| **Skill standard** | **The learner can:** | **AC Achieved?** |
| **SS1** | Make relevant and extended contributions to discussions, allowing for and responding to others’ input. |  |
| **SS2** | Prepare for and contribute to the formal discussion of ideas and opinions. |  |
| **SS3** | Make different kinds of contributions to discussions. |  |
| **SS4** | Present information/points of view clearly and in appropriate language. |  |
| **Skill standard** | **Record of discussion**  *This could include: records of questions asked, responses, observations or interactions.* | |
| **SS1** | *For example, does the learner make effective, relevant and extended contributions to the discussion, allowing for and responding to others’ input?* | |
| **SS2** | *For example, does the learner* *contribute effectively to the discussion with ideas and opinions?* | |
| **SS3** | *For example, does the learner make effective and varied contributions to* *the discussion?* | |
| **SS4** | *For example, does the learner present information and points of view clearly to an audience and in suitable language?* | |

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| **Additional assessor evidence/comments:** |