**LEVEL 2 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH: SPEAKING, LISTENING AND COMMUNICATION**

**RECORD OF LEARNER ACHIEVEMENT**

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

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

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

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| --- |
| *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** | Consider complex information and give a relevant, cogent response in appropriate language. |  |
| **SS3** | Adapt contributions to suit audience, purpose and situation. |  |
| **SS4** | Make significant contributions to discussions, taking a range of roles and helping to move discussion forward. |  |
| **Skill standard** | **Record of discussion** *This could include: records of questions asked, responses, observations or interactions.*  |
| **SS1** | *For example, does the learner give relevant, cogent responses to complex information in appropriate language*? |
| **SS3** | *For example, does the learner adapt their contributions to discussions to suit audience, purpose and situation? Does the learner demonstrate a range of roles in accordance with the situation?* |
| **SS4** | *For example, does the learner make significant contributions to discussions?* |

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

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**ASSESSMENT SHEET – DISCUSSION 2**

|  |  |  |
| --- | --- | --- |
| **Skill standard** | **The learner can:** | **AC Achieved?** |
| **SS1** | Consider complex information and give a relevant, cogent response in appropriate language. |  |
| **SS3** | Adapt contributions to suit audience, purpose and situation. |  |
| **SS4** | Make significant contributions to discussions, taking a range of roles and helping to move discussion forward. |  |
| **Skill standard** | **Record of discussion** *This could include: records of questions asked, responses, observations or interactions.*  |
| **SS1** | *For example, does the learner give relevant, cogent responses to complex information in appropriate language*? |
| **SS3** | *For example, does the learner adapt their contributions to discussions to suit audience, purpose and situation? Does the learner demonstrate a range of roles in accordance with the situation?* |
| **SS4** | *For example, does the learner make significant contributions to discussions?* |

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

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**ASSESSMENT SHEET – INDIVIDUAL PRESENTATION**

|  |  |  |
| --- | --- | --- |
| **Skill standard** | **The learner can:** | **AC Achieved?** |
| **SS2** | Present information and ideas clearly and persuasively to others. |  |
| **SS3** | Adapt contributions to suit audience, purpose and situation. |  |
| **Skill standard** | **Record of discussion** *This could include, records of questions asked, responses, observations or interactions.*  |
| **SS2** | *For example, does the learner* *present information and ideas clearly and persuasively?* |
| **SS3** | *For example, does the learner adapt their contributions to discussions to suit audience, purpose and situation? Does the learner demonstrate a range of roles in accordance with the situation?* |

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