****

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

**RECORD OF LEARNER ACHIEVEMENT**

|  |
| --- |
| **Learner name:** |
| **Date of birth:** | **Learner number:** |
| **Work location:** |

|  |
| --- |
| **Assessor 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** |

*I declare that the record presented for this assessment is entirely my own work.*

|  |  |
| --- | --- |
| **Learner signature:** | **Date:** |
| **Assessor signature:** | **Date:** |
| **Internal Quality Assurer signature:***(if sampled)* | **Date:** |

***This form must be completed and retained by the centre in a secure place for a minimum of 3 years. It must be made available to FutureQuals or your external quality assurer/moderator upon request.***

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

**ASSESSMENT SHEET**

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 yesInsert 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:** |

|  |
| --- |
| **Sub-Task 2 – Assessor evidence/comments:** |

***This form must be completed and retained by the centre in a secure place for a minimum of 3 years. It must be made available to FutureQuals or your external quality assurer/moderator upon request.***