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

**RECORD OF LEARNER ACHIEVEMENT**

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

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

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| **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.***

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**ASSESSMENT SHEET**

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.

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| **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 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? |  |

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| **Sub-Task 1 – Assessor evidence/comments:** |

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

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