**Functional Skills Speaking, Listening and Communication**

**Level 1 Assessment Template Activity One - Formal Discussion**

**Part A: Group-based Discussion Details**

*This template is optional, but reflects the mandatory information you will be required to enter on XAMS.*

|  |  |
| --- | --- |
| **Cohort:** |  |

|  |  |
| --- | --- |
| Enter relevant details, including the topic, number and full names of participants, how the discussion is organised, the duration and any candidate support provided. |  |
| Provide a brief commentary on the assessment activity in this field, with supporting evidence and specific examples of performance for each candidate from the discussion, to support the individual criterion judgements taken for each candidate using the individual assessment marketing sheet. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor name |  | Centre name |  |
| Signature |  | Date |  |
| IV/Observer name  (if observed) |  |  |  |
| IV/Observer signature |  | Date |  |

**Functional Skills Speaking, Listening and Communication**

**Level 1 Assessment Template Activity One - Formal Discussion**

**Part B: Individual Assessment Marking Sheet**

*This template is optional, but reflects the mandatory information you will be required to enter on XAMS.*

|  |  |
| --- | --- |
| **Learner name:** |  |
| **Learner number:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Below Level 1** | | | **Achieved Level 1** | | | |
| Preparation is not always evident or sufficient. Contributes to the discussion of ideas and opinions, but contributions are not consistently effective, clear, or in appropriate registers for formal discussion. | |  | *Prepares for and contributes effectively to the formal discussion of ideas and opinions;* | | |  |
| Makes contributions to discussions, but may be infrequent and hesitant, not necessarily relevant, and not extended or sufficiently detailed or sustained.  Contributions often do not recognise the contributions of other participants, or allow for and respond to others' input. | |  | *Makes relevant and extended contributions to formal discussions, allowing for and responding to others’ input;* | | |  |
| Demonstrates only a limited ability to adapt or vary contributions to discussions. | |  | *Makes different kinds of contributions to formal discussions;* | | |  |
| Information presented is often not clear or delivered in appropriate language. | |  | *Presents information clearly and in appropriate language.* | | |  |
| Points of view are often not clearly expressed or delivered in appropriate language. | |  | *Presents points of view clearly and in appropriate language.* | | |  |
| Assessor name |  | | | Centre name |  | |
| Signature |  | | | Date |  | |
| IV/Observer name  (if observed) |  | | |  |  | |
| IV/Observer signature |  | | | Date |  | |

**Functional Skills Speaking, Listening and Communication**

**Level 1 Assessment Template Activity Two - Informal Discussion**

**Part A: Group-based discussion details**

*This template is optional, but reflects the mandatory information you will be required to enter on XAMS.*

|  |  |
| --- | --- |
| **Cohort:** |  |

|  |  |
| --- | --- |
| Enter relevant details, including the topic, number and full names of participants, how the discussion is organised, the duration and any candidate support provided. |  |
| Provide a brief commentary on the assessment activity in this field, with supporting evidence and specific examples of performance for each candidate from the discussion, to support the individual criterion judgements taken for each candidate using the individual assessment marketing sheet. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor name |  | Centre name |  |
| Signature |  | Date |  |
| IV/Observer name  (if observed) |  |  |  |
| IV/Observer signature |  | Date |  |

**Functional Skills Speaking, Listening and Communication**

**Level 1 Assessment Template Activity Two - Informal Discussion**

**Part B: Individual Assessment Marking Sheet**

*This template is optional, but reflects the mandatory information you will be required to enter on XAMS.*

|  |  |
| --- | --- |
| **Learner name:** |  |
| **Learner number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Below Level 1** | | **Achieved Level 1** | |
| Contributes to the discussion of ideas and opinions, but contributions are not consistently effective, clear, or in appropriate register for discussion. |  | *Contributes effectively to the informal discussion of ideas and opinions;* |  |
| Makes contributions to discussions, but may be infrequent and hesitant, not necessarily relevant, and not extended or sufficiently detailed or sustained.  Contributions often do not recognise the contributions of other participants, or allow for and respond to others' input. |  | *Makes relevant and extended contributions to informal discussions, allowing for and responding to others’ input;* |  |
| Demonstrates only a limited ability to adapt or vary contributions to discussions. |  | *Makes different kinds of contributions to informal discussions;* |  |
| Information presented is often not clear or delivered in appropriate language. |  | *Presents information clearly and in appropriate language.* |  |
| Points of view are often not clearly expressed or delivered in appropriate language. |  | *Presents points of view clearly and in appropriate language.* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor name |  | Centre name |  |
| Signature |  | Date |  |
| IV/Observer name  (if observed) |  |  |  |
| IV/Observer signature |  | Date |  |