**Functional Skills Speaking, Listening and Communication**

**Level 2 Assessment Template Activity One – Discussion One**

**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 template below. |  |

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

**Functional Skills Speaking, Listening and Communication**

**Level 2 Assessment Template Activity One –Discussion One**

**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 2** | | **Achieved Level 2** | |
| Presents information and ideas to others, but is sometimes unclear, insufficiently detailed, or unpersuasive |  | Presents information and ideas clearly, and where appropriately, persuasively to others |  |
| Inconsistently makes contributions that are relevant to discussions  Limited evidence of preparation for the formal discussion of ideas and opinions |  | Gives relevant, cogent responses to complex information in appropriate language |  |
| Information and points of view not presented adequately or clearly, particularly in contexts which appear less familiar |  | Makes significant contributions to discussions and exchanges, including in contexts which are unfamiliar |  |
| Limited variation in kinds of contributions made to discussions  Limited use of appropriate language and expression |  | Adapts contributions to suit audience, purpose and situation, including for contexts which are unfamiliar |  |
| Takes only limited roles in discussions and exchanges  Sometimes allows for and responds effectively to others' input but not consistently |  | Demonstrates a range of roles, in accordance with situation and context, and helps contexts to advance |  |

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

**Functional Skills Speaking, Listening and Communication**

**Assessment Template Activity Two –Discussion Two**

**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 template below. |  |

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

**Functional Skills Speaking, Listening and Communication**

**Level 2 Assessment Template Activity Two – Discussion Two**

**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 2** | | **Achieved Level 2** | |
| Presents information and ideas to others, but is sometimes unclear, insufficiently detailed, or unpersuasive |  | Presents information and ideas clearly, and where appropriately, persuasively to others |  |
| Inconsistently makes contributions that are relevant to discussions  Limited evidence of preparation for the formal discussion of ideas and opinions |  | Gives relevant, cogent responses to complex information in appropriate language |  |
| Information and points of view not presented adequately or clearly, particularly in contexts which appear less familiar |  | Makes significant contributions to discussions and exchanges, including in contexts which are unfamiliar |  |
| Limited variation in kinds of contributions made to discussions  Limited use of appropriate language and expression |  | Adapts contributions to suit audience, purpose and situation, including for contexts which are unfamiliar |  |
| Takes only limited roles in discussions and exchanges  Sometimes allows for and responds effectively to others' input but not consistently |  | Demonstrates a range of roles, in accordance with situation and context, and helps contexts to advance |  |

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

**Functional Skills Speaking, Listening and Communication**

**Level 2 Assessment Template Activity Three – Presentation**

**Individual Performance and Criterion-based Judgements Marking Sheet**

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

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

|  |  |
| --- | --- |
| Please provide a brief commentary in this field, with details of the topic, number of audience members and specific examples of performance to support your judgements in the table above. Give details of any candidate support provided. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Below Level 2** | | **Achieved Level 2** | |
| Presents information on the topic, but this lacks detail and clarity at times, and there are weaknesses in language use. |  | Delivers effective presentations, with appropriate detail and language, based upon complex information. |  |
| Information, ideas and opinions presented lack clarity, detail and/or cogency |  | Presents information, ideas and opinions clearly and convincingly, or where appropriate, persuasively to others |  |
| Engagement of audience is limited, inconsistent or unsustained, lacking necessary adaptation to suit purpose and context |  | Engages audience interest, adapting contributions to suit purpose and context. |  |

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