

Level 2 - Record sheet 1 Exemplar

Candidate's name *Any Learner* Reg. No. *ABC1234*
 Date of discussion *07-09-2015* Length of discussion *10 minutes*
 Unfamiliar topic of discussion *Climate change: fact or fiction*
 Group size *3* Details of group *Learner and 2 peers*

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down some examples that the candidate has used to demonstrate the skills.

Confirm that the candidate:	Tick box	Overall comments and quotes to show how candidate met the criteria:
2.1.1 Considered complex information and gave a relevant cogent response in appropriate language	✓	Notes attached ✓ <i>Learner had researched the subject and brought in several pages of notes</i> <i>Learner listened carefully to the points raised by his peers. One said it was fact and the other argued it was fiction.</i>
2.1.2 Presented information and ideas clearly to others. Presented information and ideas persuasively (e.g. use of supporting statements, evidence, etc)	✓	<i>Learner said 'I didn't realise it was such a complex subject before I started researching. If you look at these graphs you can see the trend is towards global warming although it is not a steady growth and we have had some very cold years. As you say, M, I remember it being -14 and my parents and grandparents said they had never known it that cold.'</i>
2.1.3 Adapted contributions to suit audience, purpose and situation	✓	<i>'What other facts did you find, B?'</i> <i>B mentioned the melting icecaps and Learner added 'Yes, reports suggest that sea levels are rising by 3.2mm per year.'</i>
2.1.4 Made significant contributions to discussions, helping to move discussion forward Took on a range of roles eg. Opened/closed discussion, moved discussion forward (tick below)	✓	<i>M said that was minute and couldn't be measured. Learner said that was only an average and you could see the problems of rising sea levels around UK.</i> <i>'Do you think, M, that the government and scientists are just telling lies or do you think there is a small move to climate change and it is just being over-exaggerated?'</i>
	✓	<i>'Learner brought the discussion to a close: Shall we agree that there has been climate change, as an overall trend, but disagree on the size of the problem?'</i>

Tick any that may apply:

Maintained eye contact	✓	Answered questions	✓
Used appropriate body language	✓	Requested clarification/questions to be repeated	✓
Used appropriate gestures	✓	Opened discussion	
Appropriate facial expressions	✓	Moved discussion forward	✓
Asked questions	✓	Summarised main points to conclude	✓

Please indicate as applicable:

Candidate has achieved:	✓
Candidate has not achieved:	

Candidate <i>Any Learner</i>	Signature <i>Any Learner</i>	Date <i>07-09-2015</i>
Assessor name <i>An Assessor</i>	Signature <i>An Assessor</i>	Date <i>07-09-2015</i>
Internal Quality Assurer (if sampled)	Signature	Date

Level 2 - Record sheet 2 Exemplar

Candidate's name *Any Learner* Reg. No. *ABC1234*
 Date of presentation *07-09-2015*
 Length of presentation *10 minutes plus questions*
 Familiar topic *Japanese Knotweed*
 Group size *4* Details of group *Peers*

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down some examples that the candidate has used to demonstrate the skills.

Confirm that the candidate:	Tick box	Overall comments and quotes to show how candidate met the criteria:
2.1.2 Presents information and ideas clearly to others	✓	Notes attached ✓ <i>Learner was familiar with the problem of knotweed in the local area and had researched the history and spread of the problem. He produced a short power point presentation and shared several images of the plant.</i>
2.1.1 Included relevant information		
2.1.2 Presents information and ideas persuasively (e.g. use of supporting statements, evidence, etc)	✓	<i>He attracted the attention of the group by saying 'Which plant can grow up to 20 cm every day and can not be stopped? Which plant can grow through the concrete of your house foundations and render it worthless?'</i> <i>He gave an introduction: 'Japanese Knotweed is actually Fallopia Japonica. It was brought to Europe from Japan in the mid 19th Century. In 1847 it was named 'the most interesting new ornamental plant of the year.'</i> <i>He showed the group photographs of the plant and newspaper cuttings stating how houses had been devalued</i> <i>He illustrated the importance of the problem nationally: 'An amendment to the Anti-social Behaviour, Crime and Policing Act 2014 includes Japanese knotweed and other invasive non-native plants such as Himalayan balsam and giant hogweed.'</i>
2.1.3 Adapts contributions to suit audience, purpose & situation	✓	<i>M asked if there were any plants locally and Learner identified several locations. He also mentioned the cost of clearing ground for the Olympics.</i> <i>T asked what to do if he found some and Learner explained the different options available.</i>
2.2.1 Use appropriate language		

Tick any that may apply:

Maintained eye contact	✓	Introduced the topic	✓
Used appropriate body language	✓	Presented own point of view	✓
Used appropriate gestures	✓	Made conclusions/recommendations	✓
Appropriate facial expressions	✓		

Please indicate as applicable:

Candidate has achieved:	✓
Candidate has not achieved:	

Candidate <i>Any Learner</i>	Signature <i>Any Learner</i>	Date <i>07-09-2015</i>
Assessor name <i>An Assessor</i>	Signature <i>An Assessor</i>	Date <i>07-09-2015</i>
Internal Quality Assurer (if sampled)	Signature	Date