

Level 1 - Record sheet 1 Exemplar

Formal discussion on unfamiliar topic

Candidate's name *Any Learner* Reg. No. *ABC1234*

Date of assessment *04-09-2015* Length of discussion *10 minutes*

Unfamiliar topic *Should we have a Queen?*

Group size *4* Details of group *Learner, 2 peers and a volunteer tutor*

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:
1.1.2 Prepared for discussion on unfamiliar topic. Prepared for and contributed to formal discussion of ideas and opinions	✓	Notes attached ✓ <i>WB started the debate by stating the cost of having a royal family.</i> <i>Learner listened carefully to his arguments.</i> <i>Learner made good use of his research and argued persuasively in favour of the royal family:</i>
1.1.1 Made relevant and extended contributions to discussions and allowed for others' input 1.1.3 Made different kinds of contributions	✓	<i>'Yes, they may cost a lot but they bring in over three times that - about £176million. The tourists love them and they spend money on taxi cabs and hotels too.'</i> <i>'The royal family costs each UK citizen about 66p a year. What else can you get for 66p? Do you think a President would be cheaper and bring in as much money?'</i> <i>He agreed that there may be too many hangers-on in the wider royal family but added 'this newspaper report says that a royal baby brings in about £500 million to the tourism industry.'</i>
1.1.1 Responded to others' input	✓	
1.1.4 Presented information/points of view clearly and in appropriate language	✓	<i>The discussion then looked at different members of the royal family before focussing on the Queen. Learner argued, 'Look at how hard the Queen works. She should be sitting at home knitting now but she keeps on working ...'</i> <i>He brought the discussion to a close:</i> <i>'So do we all agree that the Queen herself is a benefit to the UK but not necessarily all of the others?'</i>

Tick any that may apply:

Maintained eye contact	✓	Listened to other contributions	✓
Used appropriate body language	✓	Asked questions	✓
Used appropriate gestures	✓	Answered questions	✓
Appropriate facial expressions	✓	Asked for clarification / questions to be repeated	✓

Please indicate as applicable:

Candidate has achieved:	✓
Candidate has not achieved:	

Candidate	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 1 - Record sheet 2 Exemplar

Informal discussion on familiar topic

Candidate's name *Any Learner* Reg. No. *ABC1234*

Date of assessment *07-09-2015* Length of discussion *10 minutes*

Familiar topic *Where to go for the end of term celebration*

Group size *4* Details of group *Peers from FS group*

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:
1.1.2 Prepared for discussion on familiar topic. Prepared for and contributed to informal discussion of ideas and opinions	✓	Notes attached ✓ <i>Each learner had researched prices and menus for a venue prior to today's class - see notes attached</i> <i>Learner offered to start the discussion. She spoke clearly and confidently:</i>
1.1.1 Made relevant and extended contributions to discussions and allowed for others' input.	✓	<i>'Shall I go first? I have chosen Dino's because they offer a wide range of food and you can get a pepperoni pizza for £4.....'</i>
1.1.3 Made different kinds of contributions		<i>She listened carefully to MT and replied:</i> <i>'Yes, they do cheese and tomato pizza and chips and quite a few other veggie things. Do you want to look at the menu and see if you like anything?'</i> <i>Offered menu to MT.</i>
1.1.1 Responded to others' input	✓	<i>Later, in response to suggestion by KS:</i> <i>'Do they just serve Indian food? I like Chicken Tikka but does everyone else like Indian?'</i> <i>Group decided on Chinese food. VT asked if everyone agreed.</i>
1.1.4 Presented information/points of view clearly and in appropriate language	✓	<i>Learner responded enthusiastically:</i> <i>Yes. Suits me too. Shall I book a table?</i>

Tick any that may apply:

Maintained eye contact	✓	Listened to other contributions	✓
Used appropriate body language	✓	Asked questions	✓
Used appropriate gestures	✓	Answered questions	✓
Appropriate facial expressions	✓	Asked for clarification/ questions to be repeated	✓

Please indicate as applicable:

Candidate has achieved:	✓
Candidate has not achieved:	

Candidate	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