Essential Skills Wales in Communication
Example Entry 1 controlled task

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Re-issued September 2015
Version 1.2

Spring clean

Assessment pack

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1 Assessment guidelines

1.1 Checklist and overview

General assessment guidelines applicable to all City & Guilds Entry level ESW assessments can be found in the City & Guilds ESW qualification handbook. The following is a checklist of the basic guidelines as well as information particular to ESW Communication.

Overview of this assessment

The Reading and Writing part of the assessment is about having a spring clean. The discussion for Speaking and Listening can be on any topic of interest to the candidate. The assessment tasks are focused on Reading and Writing at Entry 1. A separate Speaking and Listening assessment (the criteria for which are also contained in this pack) must also be completed.

The evidence and skills requirements for ESW are explained in more detail in the DCELLS document 'Essential Skills Wales'. This can be downloaded from **http://bit.ly/dcells-esw**.

The assessment at Entry level is summative and should only be attempted once the candidate is deemed to have the skills and knowledge necessary to achieve – known as 'when ready'. Assessors/tutors must **not** teach to the actual assessment tasks and the assessment must be presented to candidates 'unseen', although it is expected that by the time of assessment candidates will have had plenty of practice in developing and using these skills in a range of contexts appropriate to the level, and should be familiar with the processes involved in the type of activity contained in this assessment.

Administration of the assessment

- The assessment must be completed under supervised conditions. This need not involve a formal 'examination' environment, although the assessor/tutor or another designated supervisor must be present throughout to ensure all work is produced independently by the candidate.
- The assessment may either be completed in one session or split over two **consecutive** sessions, with no learning or preparation given in between. If not completed in one sitting, the candidate's paper and all materials produced by the candidate must be collected in and stored securely until the next session begins. On no account may candidates take any of their work away with them between sessions.
- The Speaking and Listening activities do not have to be completed at the same time as the Reading and Writing assessment; they may take place at any time when the candidate is ready. There is no 'candidate's paper' for this part of the assessment, although the candidate should have an opportunity to prepare for the activities before they take place.
- Candidates may be assisted with any aspects of each task that are not being assessed. For example, the assessor/tutor may read out the instructions for the writing tasks (Task 3 and Task 4). The assessor/tutor must not intervene or volunteer information unless asked for help. Candidates should have access to a dictionary that can be used if required.
- Where candidates are unsuccessful in this assessment, they will need further practice in the relevant skill(s) before re-attempting at a later date. A different Reading and Writing assessment (either another title from the City & Guilds pre-approved bank or a centre-devised assessment that has been approved by City & Guilds) must be used when re-attempting this part of the assessment. If any of the Speaking and Listening activities need to take place again, this must be on a different topic.
- Candidates that have attempted this assessment must **not** under any circumstances take any other 'Spring clean' assessment.

2 Assessment recording

2.1 Assessment record – Reading and Writing

Candidate's name:

City & Guilds enrolment number:

Date(s) and time(s) assessment used:

Note the *a*, *b*, *c*, etc notation against each evidence criterion identifies the skill(s) candidates will need in order to show that they are competent. The letter indicates the order in which each skill appears in the ESW standards (eg CE1.2.1 (f) = recognise the different purposes of documents).

Mark scheme	Evidence requirements	Tick if achieved
Task 1 – leaflet		
1. To advertise for work	CE1.2.1 (a, f)	❑
2. Any **two** of (one tick for each) • take rubbish (away) • carry shopping • move large/heavy items or similar in candidate's own words	CE1.2.1 (d)	❑ item 1 ❑ item 2
3. Telephone 0987654321	CE1.2.1 (c)	❑
4. Candidate can use any method to find the correct meaning of the word eg ask the assessor, use a simplified list of meanings.	CE1.2.1 (g)	❑
Task 2 – Email		
1. Any **two** of *(one tick for each)* • newspapers • bottles • cans	CE1.2.1 (e)	❑ item 1 ❑ item 2
2. (new) clothes	CE1.2.1 (b)	❑
Tolerance: A minimum of **6 ticks** (out of a possible 8) are required from Tasks 1 and 2 for success. Tick if achieved		❑
Task 3 – Draft copy of text		
Draft copy produced *Two ticks for a full draft in sentences or one mark for a plan, eg ideas*	CE1.3.1 (j)	❑ ❑
Tolerance: A minimum of **1 tick** (out of a possible 2) is required from Task 3 for success. Tick if achieved		❑

Mark scheme	Evidence requirements	Tick if achieved
Task 4 – Write a note or email Candidate produces a note or email that		
• Uses upper and lower case letters correctly most of the time	CE1.3.1 (a)	❑
• Uses written words and phrases to record or present information	CE1.3.1 (b)	❑
• Uses appropriate language	CE1.3.1 (c)	❑
• Uses at least two complete sentences	CE1.3.1 (d)	❑
• Punctuates at least one sentence with a capital letter and a full stop	CE1.3.1 (e)	❑
• Uses a capital letter for the personal pronoun I (if applicable)	CE1.3.1 (f)	❑
• Has some familiar common words and personal key words spelt correctly. Spellings of other words should not be penalised unless they interfere with conveying the meaning or maintaining the confidence of the intended reader	CE1.3.1 (g)	❑
• Is sufficiently legible for the intended reader	CE1.3.1 (h)	❑
• Makes the meaning clear	CE1.3.1 (i)	❑
Tolerance: A minimum of **7 ticks** (out of a possible 9) are required from Task 4 for success. Tick if achieved		❑

Please tick as applicable

❑ The candidate has met the minimum requirements indicated above and has successfully completed the Reading and Writing assessment.

❑ The candidate was unsuccessful on this occasion.

Note: the Speaking and Listening criteria (CE1.1.1 Understand and respond to spoken language in a face-to-face situation, CE1.1.2 Speak to communicate basic information, feelings, opinions and questions and CE1.1.3 Take part in a discussion with another person) must also be achieved for certification.

The declarations on the final page of the candidate's paper must also be completed, even if the candidate was unsuccessful.

2 Assessment recording

2.2 Assessment record – Speaking and Listening (CE1.1.2 and CE1.1.3) – discussion

Candidate's name:

City & Guilds enrolment number:

Date, time and location of discussion:

Details of participants: (candidate plus at least one other person **not** including the assessor)

Summary of the discussion:

Confirm that the candidate:		**Give examples:**
Took part in a discussion with another person in a familiar situation about familiar topics CE1.1.3	❑	
Spoke clearly to be heard and understood CE1.1.2 (a)	❑	
Used language appropriate to listeners (see also face-to-face situation) CE1.1.2 (f)	❑	
if applicable Conveyed feelings/opinions as appropriate CE1.1.2 (e)	❑	
if applicable Asked questions as appropriate CE1.1.2 (c)	❑	

Please complete the following page

Feedback to candidate:

Assessor name: Assessor signature:

IV signature (if sampled): Date:

Please tick as applicable

- ❑ The candidate has met the minimum requirements indicated above and has successfully completed the **discussion** within the Speaking and Listening assessment.
- ❑ The candidate was unsuccessful on this occasion.

Note: a face-to-face activity, as well as the Reading and Writing assessment, must also be successfully completed for certification.

2 Assessment recording

2.3 Assessment record – Speaking and Listening (CE1.1.1 and CE1.1.2) – face-to-face

Candidate's name:

City & Guilds enrolment number:

Date, time and location of activity:

Details of participants:

Summary

Confirm that the candidate:		**Give examples:**
Used key words to extract specific information CE1.1.1 (a)	❑	
Followed single-step instructions in a familiar context, asking for instructions to be repeated if necessary CE1.1.1 (b)	❑	
Responded to requests for personal information CE1.1.1 (c)	❑	
Spoke clearly to be heard and understood (see also discussion) CE1.1.2 (a)	❑	
Made requests using appropriate terms CE1.1.2 (b)	❑	
Ask questions to obtain specific information CE1.1.2 (c)	❑	
Make statements of fact clearly CE1.1.2 (d)	❑	
Conveyed feelings/opinions where appropriate *(only required if not covered by discussion)* (CE1.1.2e)	❑	
Used language appropriate to listeners (see also discussion) CE1.1.2 (f)	❑	

Feedback to candidate:

Assessor name: Assessor signature:

IV signature (if sampled): Date:

Please tick as applicable

- ❑ The candidate has met the minimum requirements indicated above and has successfully completed the **face to face activity** within the Speaking and Listening assessment.
- ❑ The candidate was unsuccessful on this occasion.

Note: a discussion, as well as the Reading and Writing assessment, must also be successfully completed for certification.

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