Essential Skills Wales

Essential Employability Skills (EES)

Entry 3 Controlled Task

Assessment Pack

Sustainability Show

Version 2.0
Sample Practice Task

Candidate name:	
Candidate number:	
Date registered for EES:	
Unique Learner Number (ULN) *(if applicable)*:	
Centre name *or* number:	
Supervisor name:	
Assessor name:	
Internal Quality Assurer name:	

Instructions

The candidate has up to **6 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded on the candidate pack and a summary recorded below:

Date controlled task **started**:	
Date controlled task **completed** *(no more than eight weeks later)*:	
Total time spent:	

Produced jointly by the four Essential Skills awarding bodies:
Agored Cymru
City & Guilds
Pearson
WJEC

City & Guilds
A City & Guilds Group Business

1. Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite *Qualification Handbook***.

Controlled task assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:

- internally assessed, by appropriately qualified staff, using the Mark Scheme provided. Please see section 2.2 of the ***Qualification Handbook*** for details of staff qualification.
- internally quality assured, by appropriately qualified staff.
- externally quality assured/moderated by City & Guilds.
- compliant with **Controlled Task Conditions**.

Controlled task conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed.

Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must be successfully completed before the Structured Discussion is attempted.

Working period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances or if the academic term does not extend to 8 weeks. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Working time

The candidate has up to **6 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Supervised conditions

This controlled task must be completed under the following supervised conditions:

- This task is an 'open book' assessment. Candidates may have access to routine resources that might be available in a 'real life' situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor/assessor so long as they are not designed *specifically* to assist with this assessment and do not compromise independent achievement of the standard. Mobile phones or other transmitting/receiving devices are not permitted. The candidate can access the Internet using supervised facilities.
- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal 'examination' conditions.
- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate's tutor and/or assessor or another suitable person.
- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate's papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.
- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the ***Candidate Pack***. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

Assistance and access arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period; however this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the ***Qualification Handbook*** for further information on access arrangements.

Second and subsequent attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the City & Guilds pre-approved bank or a centre devised assessment that has been approved by City & Guilds) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

Collaboration

This controlled task requires the candidate to work as part of a group for some activities.

2. Assessment records

Essential Employability Skills at Entry 3

Task title: Sustainability Show

Ref	The candidate has:	Marking guidance	Marks available	Marks awarded	Assessor comments
	Part 1 - Identify:				
CPE3.1	Identified the main purpose of the task	**1 mark:** main purpose identified individually	1		
	Discussed the main purpose of the task	**1 mark:** main purpose agreed as a team	1		
	Part 2 - Generate:				
CIE3.1	Given one idea	**1 mark:** one relevant idea given	1		
CPE3.2	Identified different ways to make decisions, as part of a team	**2 marks:** 1 mark per decision making technique identified Up to 2 marks.	2		
CPE3.2	Chosen one of the ways to make a decision	**1 mark:** a decision-making technique chosen	1		

	Part 3 - Refine:				
CPE3.3	Used the chosen decision-making technique (the mark should still be given if another technique was used and the reason justified)	**1 mark:** the chosen decision-making technique has been used	1		
CIE3.2	Agreed on one of the ideas	**1 mark:** an idea has been agreed upon	1		
CIE3.2	Given reasons why the chosen idea was suitable for the task	**2 marks:** for at least two reasons OR **1 mark:** one suitable reason given	2		
CIE3.2	Started to develop the idea by listing some advantages and disadvantages	**1 mark:** ideas have been developed by identifying advantages **1 mark:** ideas have been developed by identifying disadvantages	1 1		

	Part 4 - Planning:				
POE3.1	Planned their task and considered:				
	• their targets	**1 mark:** targets included in plan	1		
	• the activities	**1 mark:** more than one activity has been identified	1		
	• the timescales	**1 mark:** timescales have been included in the plan	1		
	• the presentation of the outcome to the target audience	**1 mark:** presentation method indicated in the plan	1		
POE3.2	Agreed on the roles needed to complete the task	**1 mark:** the roles for the task have been agreed	1		
POE3.2	Identified their own personal skills	**1 mark:** 1 mark for personal skill(s) identified	1		
POE3.2	Identified the personal skills required for all roles	**1 mark:** the personal skills for all roles have been identified	1		
POE3.2	Acted as part of a team to decide and assign roles and responsibilities to all team members	**1 mark:** all team members have been assigned a role to complete the task	1		
		1 mark: candidate has been assigned a role based on their personal skill	1		

	Part 5 - Carry out the plan:				
PE3.2	Followed the plan to carry out the responsibilities of their allocated role	**1 mark:** followed the plan to carry out the responsibilities of their allocated role	1		
PE3.1	Used effective personal and team working skills e.g. • respect • participation • communication • active listening.	**2 marks:** 1 mark per personal /team working skill demonstrated (maximum 2 marks)	2		

PE3.2	**Part 6 - Present:** Brought together each team member's work and recorded this in an organised way to complete the task	**2 marks:** brought together each team member's work and recorded this in an organised way to complete the task OR **1 mark:** work incomplete or not brought together in an organised way	2		

Part Number	**CP**	**CI**	**PO**	**P**
1 - Identified	/2			
2 - Generate	/3	/1		
3 - Refine	/1	/5		
4 - Planning			/9	
5 - Carry out the Plan				/3
6 - Present				/2
Totals				
Max available (min needed to pass)	6 (4)	6 (4)	9 (7)	5 (3)
Pass (Y/N)				

Structured Discussion Record: Sustainability Show

Guidance:

- preparatory notes (verbal or written) should be submitted as supporting evidence
- all elements should be attempted by the candidate
- assessors should ensure that each candidate has the opportunity to demonstrate the required knowledge.

Date of discussion _____

Length of discussion _____

Group members if applicable (max of 4)

Confirm that the candidate:	**Pass**	**Comments and examples to show how the candidate met the criteria:**
Knows critical thinking and problem-solving skills used during the task by: ***Either*** *Giving reasons for the decisions.* ***Or*** *Identifying strengths and weaknesses of the decisions.*		
Knows the planning and organisation skills used during the task by: *Giving reasons for the planning and organisation skills.*		
Knows the creative processes used during the task by: *Giving examples of the creative processes used.*		

Confirm that the candidate:	**Pass**	**Comments and examples to show how the candidate met the criteria:**
Knows the personal and team working skills used during the task by: *Giving examples of personal and team working skills used.*		

Quality Assurance: Structured Discussion	
Assessor:	
Name:	
Signature:	Date:
Internal Quality Assurer:	
Feedback:	
Name:	
Signature:	Date: