

Entry 3 - Record sheet 1 Exemplar

Formal discussion

Candidate's name *Any Learner* **Reg. No.** *ABC1234*
Date of assessment *04-09-2015* **Length of discussion** *6 minutes*
Topic of discussion *Finding information about a new course*
Group/Partner *One to one* **Details** *Course 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:
Follows the main points of discussion	✓	<i>Learner expressed her interest in the course: 'I have always wanted to work with children. I babysit for my sister when I can'.</i> <i>Tutor gave a brief outline of course requirements.</i> <i>Learner listened carefully and asked questions: 'Does that mean I have to find my own placement, or do you help with that?'</i> <i>'I could ask at Little Bunnies.'</i> <i>'Thank you for the information. I will ask my mum to come to the open evening.'</i>
Uses techniques to clarify understanding of others' contributions (eg asking questions, repetition, body language/gestures, nodding, thanking)	✓	
Own point of view expressed clearly	✓	
Responds appropriately to others' points of view & input	✓	
Uses appropriate language in formal discussions/exchanges	✓	
Makes contributions relevant to the discussion	✓	

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>04-09-2015</i>
Assessor name <i>The Assessor</i>	Signature <i>The Assessor</i>	Date <i>04-09-2015</i>
Internal Quality Assurer (if sampled)	Signature	Date

Entry 3 - Record sheet 2 Exemplar

Informal discussion

Candidate's name *Any Learner* Reg. No. *ABC1234*
 Date of assessment *04-09-2015* Length of discussion *8 minutes*
 Topic of discussion *Where they went on holiday and what they liked*
 Group/Partner *Group* Details *3 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:
Follows the main points of discussion	✓	<i>Katya told the group about her holiday in Cornwall and the places she visited.</i>
Uses techniques to clarify understanding of others' contributions (eg asking questions, repetition, body language/gestures, nodding, thanking)	✓	<i>Learner nodded and agreed: 'Yes, I went there last year. It is a lovely place and there are lots of sandy beaches.'</i> <i>She asked Mary, 'Have you been to Cornwall?'</i>
Own point of view expressed clearly	✓	<i>She told the group about her holiday in Wales. 'We took our tent ... It was brill!! We had bacon and eggs every morning. We went to Llandudno and up the Great Orme.'</i>
Responds appropriately to others' points of view & input	✓	<i>When Katya asked if she preferred hotels, she answered, 'Hotels are OK. We usually go camping because my brother likes it and we can do what we want, when we want.'</i>
Uses appropriate language	✓	
Makes contributions relevant to the discussion	✓	

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>04-09-2015</i>
Assessor name <i>The Assessor</i>	Signature <i>The Assessor</i>	Date <i>04-09-2015</i>
Internal Quality Assurer (if sampled)	Signature	Date