

Functional Skills English Entry 1:
Speaking, Listening and Communication Assessment Record
Sheet and Specimen Tasks

Please complete the following information (use a separate sheet for each learner).

Centre name:	Learner Name:
Centre number:	Learner Number:

Please use the space below to note the context of the activity, how it was organised and any candidate support.
(If additional activities are undertaken to fully meet the skill standard, please record each assessment date and the contexts.)

Please attach another page if you wish to make additional comments.

Entry 1: Simple discussion/exchange with one other person.

The grid should be applied on a 'best fit' basis. To achieve an entry 1 overall, a learner should have achieved all of the entry 1 criteria at least once.

Just below Entry 1	<input checked="" type="checkbox"/>	Achieved Entry 1	<input checked="" type="checkbox"/>
Understands some of the main points of short explanations	<input type="checkbox"/>	Understands the main points of short explanations	<input type="checkbox"/>
Understands and follows some instructions but this is not sustained	<input type="checkbox"/>	Understands and follows instructions	<input type="checkbox"/>
Responds appropriately to comments and requests some of the time	<input type="checkbox"/>	Responds appropriately to comments and requests consistently	<input type="checkbox"/>
Makes some contributions to be understood	<input type="checkbox"/>	Makes contributions to be understood	<input type="checkbox"/>
Asks simple questions on some occasions	<input type="checkbox"/>	Asks simple questions to obtain specific information	<input type="checkbox"/>

Please tick box if the learner has achieved Entry level 1

Centre summative comment (attach another page if you wish to make additional comments)

Assessor Signature: _____ Date: _____