

# Key Skills Standards Verification Handbook 2011-12



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## Introduction

This handbook is your guide to Quality Assurance processes for Key Skills and contains all the information you need about verification of learner work for Key Skills. These processes are vital to ensuring that standards are upheld and maintained to an equally high level in all centres.

Our Key Skills provision is designed specifically to allow you flexibility and choice around delivery that is convenient for you. There are a number of key advantages to taking Key Skills with us:

- Our provision is available all year round and learners can enter and exit the programme at any time throughout the year.
- Certification is released following successful standards verification which you can claim at any time in the year.
- Sampling will be undertaken by your Standards Verifier (Standards Verifier) during a visit. Your Standards Verifier will work with you to arrange a convenient time for the visit to take place to ensure the maximum benefit is gained from the visit.

If you have any questions you can contact our Customer Service team on **0844 576 0031** or email us at [BTECdelivery@edexcel.com](mailto:BTECdelivery@edexcel.com)

## Key Skills standards

**Key Skills Qualifications Standards and Guidance** can be found at: [www.edexcel.com/quals/skillsforlife/keyskills](http://www.edexcel.com/quals/skillsforlife/keyskills)

## Direct Claim Status

You are awarded Direct Claim Status through standards verification. Once awarded, you will retain Direct Claim Status each year unless you have an unsatisfactory report from the standards verification visit. In this case Direct Claim Status will be removed and remedial action will be required by you in order to regain this status. Please note that for Key Skills the registration end date is 31<sup>st</sup> of August 2012 and certification end date is 30<sup>th</sup> of September 2013.

**If your centre did not submit samples for Standards Verification for a particular Key Skill subject or level during 2010-11, Direct Claims Status (DCS) will be removed for the respective Key Skill subject and level from 30<sup>th</sup> September.**

In any given academic year, if your centre had retained DCS from the previous year but did not undergo sampling during that year, DCS will be switched off at the end of the year for Key Skills both in the Core suite and the wider suite. If your centre wishes to **gain** or **retain** DCS for Key Skills you **must** undergo annual sampling for the relevant Key Skills both in the Core suite and the wider suite.

In order to make further claims, you will need to retain or regain Direct Claim Status for each Key Skill and level in 2011-2012 following the new sampling guidelines, as outlined below:

Number of learners per skill	Portfolios to be sampled per skill	Portfolios to be made available per skill
1-4	All	All
5-100	5	15
101-250	10	30
251+	15	45

**Please note:** If you are able to submit more than one level per skill (i.e. ICT levels 1 and 2) when applying for Direct Claim Status, 50% of the sampling will be done for the highest level and the rest for the lower levels.

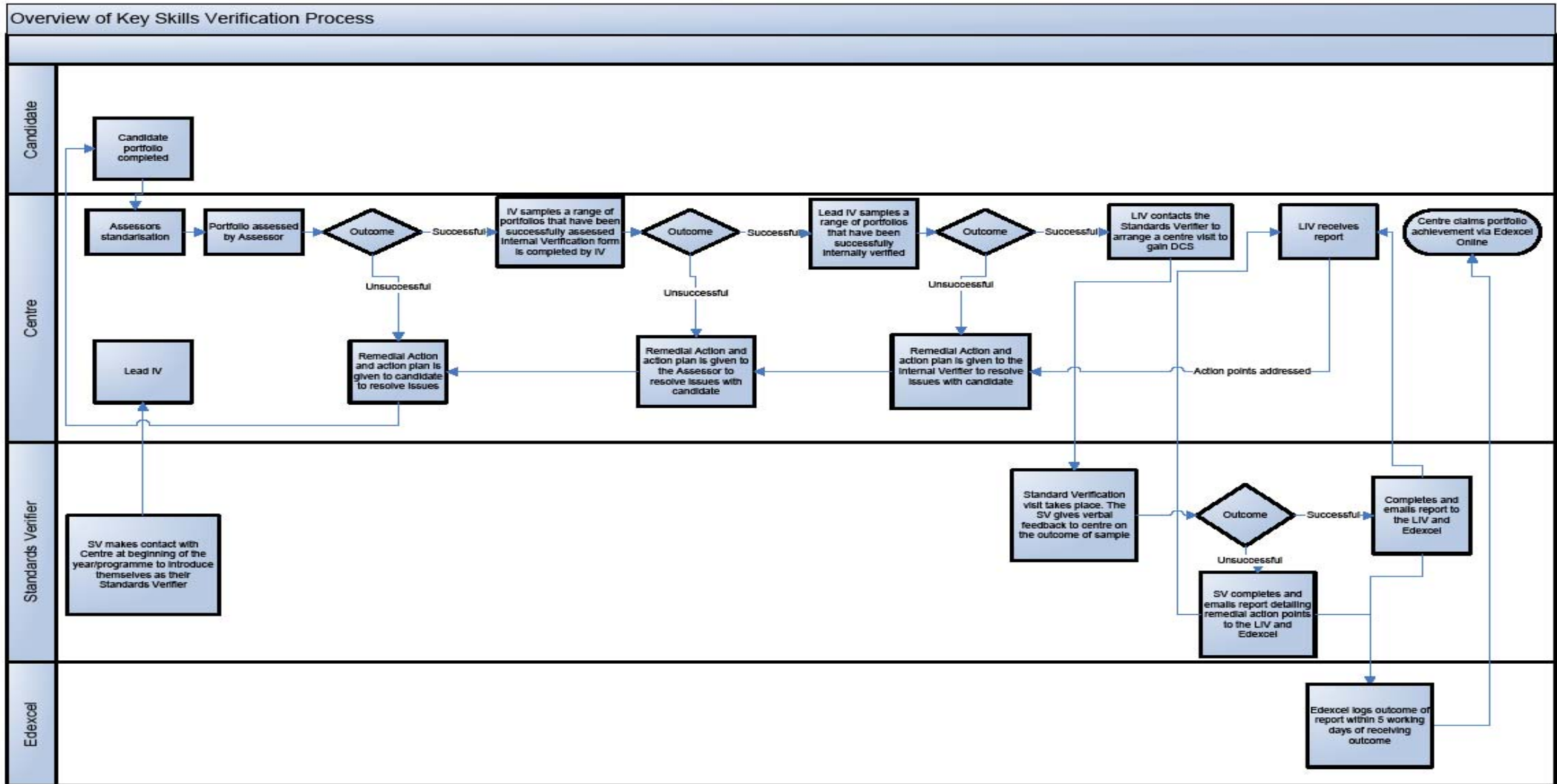
**Example:** A centre has 220 learners for ICT Level 2 and 70 learners for ICT Level 1. The sample size will therefore be 15 samples for the skill, 50% of the sample has to be for the highest level. In this particular example it will be 8 samples for ICT Level 2 and 7 samples for ICT Level 1.

When the number of portfolios at the highest level is less than 50%, the sampling will include all the portfolios at the highest level and the sufficient number of portfolios at the lower levels to make up the number of portfolios requested per skill as per table above.

**Example:** A centre has got 2 ICT learners for level 3, 150 learners for level 2 and 100 learners for level 1. In this particular case the sample size will therefore be 15 samples for the skill. As the number of portfolios at level 3 is less than 50%, the sample will include: 2 portfolios at level 3, 7 portfolios at level 2 and 6 portfolios at level 1 to make up a total of 15 portfolios to be sample.

From 30<sup>th</sup> September 2011, Direct Claim Status will be subject to Standards Verification, rather than the audit process that was previously in place.

## Overview of Key Skills verification process



# Assessment, Internal Verification and Standardisation

## The Assessor role

An Assessor is anyone responsible for the assessment of learners. As an Assessor you should:

- ensure that you have read and understood the programme specifications and the requirements of all units being assessed
- design assessment activities which guide your learners to produce evidence that meets the Key Skills standards, unit content and any associated guidance
- assess the work submitted by learners, checking authenticity and sufficiency of evidence produced against the relevant criteria
- accurately record all assessment decisions
- provide feedback to learners, identifying which standards have been achieved and giving opportunities for improvement
- follow up any advice from the Internal Verifier

## Internal standardisation

Internal standardisation is the process whereby centres with more than one Assessor for a Key Skill at a level, arrive at agreement on the correct interpretation of the Key Skills Standards. Internal standardisation should be carried out ideally at the beginning of the programme. It is your responsibility to carry out this activity and record the results.

## Internal Verification

Internal verification is the process of checking that assessment is consistent, fair and reliable across Assessors and programme areas. You should have a robust internal verification sampling strategy in place for each Key Skill/level which:

- covers all Assessors
- covers all locations
- is based on risk

When programme delivery is being planned, the internal verification strategy should also be planned and carried out in a timely manner throughout the year. Effective internal verification will guide and support Assessors and feedback from the Internal Verifier will aid their continued professional development.

## Frequency of internal verification

You decide how often internal verification and internal standardisation should take place. However, procedures must be put in place to ensure there is ongoing feedback to Assessors. Sufficient time should be provided to learners to address issues in their portfolio of evidence. This should dictate the timings of the internal verification cycle.

Internal Verifiers are not required to check assessment decisions for every piece of learner work. Instead, they sample assessment decisions taken by each Assessor. They also sample assessment decisions across a range of programmes

your centre offers. Standards Verifiers will not expect that all learner work will have evidence of internal verification.

When deciding what evidence to sample, Internal Verifiers must ensure that:

- they sample a range of learner work per Key Skill and level
- they confirm the assessment decisions of all Assessors and provide constructive feedback to the Assessor
- evidence is sufficient and valid
- sampling is properly recorded

Internal Verifiers should sample the full range of evidence produced by learners, including:

- written materials
- practical demonstrations (verified by watching the Assessor assessing, by reading reports in portfolios, by discussion with learners and by checking witness statements)
- practical group work, such as role play and exhibitions (verified by checking claims by each member of a group that requirements have been met, by checking authenticity and reliability of evidence, by checking reports in portfolios, by observing the Assessor assessing)
- ensuring all evidence produced has been authenticated
- oral/written questions (verified by checking that a record of questions asked and answered is logged in the portfolio)

## The Internal Verifier role

The Internal Verifier is a centre/team based role. Internal Verifiers must verify a selection of learner work per Key Skill/ per level for all Assessors across all centre sub sites.

Internal Verifiers are at the heart of quality assurance and they ensure that assessments across your centre consistently meet national standards. Therefore, Internal Verifiers must be competent in the assessment of the Key Skill/levels you offer.

Internal Verifiers are responsible and accountable for:

- regularly sampling assessment decisions made by all Assessors across all Key Skills/levels within the centre, in order to monitor and ensure consistency in the interpretation and application of standards
- advising the Assessors on interpretation of the Key Skills standards
- monitoring and supporting the work of Assessors within the centre
- maintaining up-to-date records of internal verification and sampling activity and ensuring that these are available for standards verification
- facilitating appropriate staff development for Assessors and standardisation meetings where there is more than one Assessor for a Key Skill/level
- ensuring any action points have been addressed
- providing the final endorsement of achievement

**Please note:** an Internal Verifier cannot verify their own assessment decisions. Therefore it is good practice to have a number of Internal Verifiers within the team.

## Internal verification forms

The Internal Verifier should complete an internal verification form for each Key Skill/level. These forms should be included with the learner work sampled by the Standards Verifier who will provide feedback, where appropriate, on the content of the forms. We produce an internal verification form template. However, you may use your own, providing the report includes feedback on:

- all Internal Verifiers and Assessors, across all centre sub sites
- Key Skills and levels achieved by the learner sampled
- number of portfolios sampled and list of learners' names
- areas of good practice
- action points
- evidence of authentication
- validity and quality of assessment tasks
- assessment tasks and whether these are fit for purpose and the evidence provided has been accurately assessed to National Standards
- assessment decisions and whether these are accurate and consistent

The report must also contain a declaration by the centre Key Skills Lead Internal Verifier stating that the internal verification and standardisation has been managed to the required standards to maintain the integrity of the Key Skills qualifications

The Standards Verifier will review the internal verification forms and standardisation records relating to the sample and provide feedback on:

- the validity and quality of assessment tasks and whether they are fit for purpose and meet the required national standards
- the accuracy of assessment decisions
- particular aspects of the Key Skill/level which are being misinterpreted

## The Lead Internal Verifier role

A Lead Internal Verifier should be:

- the person within the centre who usually has responsibility for verifying and signing off the assessment outcomes for Key Skills qualifications
- involved in assessment and delivery and have an understanding of Key Skills assessment

The centre should only appoint one Lead Internal Verifier, e.g. there should not be a different Key Skills Lead Internal Verifiers for each Key Skill/ level

**Please note:** If the Key Skills Lead Internal Verifier changes in a centre, Direct Claim Status will not be removed.

The Key Skills Lead Internal Verifier will be responsible for:

- communicating with the Standards Verifier to arrange standards verification
- ensuring the centre has administrative, internal verification and internal standardisation processes in place to assure the quality of assessment
- ensuring that a clear internal verification sampling strategy is in place that meets the needs of the centre and includes the following as a guide:

Role	Activity
<b>Assessors</b>	Assess: <ul style="list-style-type: none"> <li>• 100% of learners' work</li> </ul>
<b>Internal Verifiers</b>	Verify: <ul style="list-style-type: none"> <li>• a selection of learner work per Key Skill/level</li> <li>• all Assessors</li> <li>• across all centre sub sites</li> <li>• samples based on risk</li> </ul>

- authorising the internal verification form for each Key Skill/ level, through a declaration to ensure that where certification claims are to be made:
  - all learners' work has been internally assessed
  - a sample of the learners' work has been internally verified according to the centre's internal verification strategy and the learner work meets the Key Skill Qualifications Standards and Guidance 2004
  - both the learner and the Assessor have signed authentication statements to confirm that the assessment evidence produced by learners is authentic
  - the Lead Internal Verifier signs the declaration on the Internal Verification Forms for EVERY internal verification prior to any claims being made
  - all claims for learner work have been assessed and approved through the internal verification process, once Direct Claim Status has been given by the Standards Verifier

Claims should only be made when the Key Skills Lead Internal Verifier is in possession of a learner's portfolio at the point of making the claim. **Please note:** The Key Skills Lead Internal Verifier should approve all claims and will be accountable for any incorrect claims.

## Multiple sites

- If you deliver Key Skills across multiple sites you will be treated as one centre for Standards Verification when you have the same Key Skills Lead Internal Verifier
- If you have sub-sites and wish to have separate verification, individual Key Skills Lead Internal Verifier may be appointed and the details of each site should be clearly indicated on the internal verification form
- If you are being verified as one site, you must note the following:
  - the sample should be drawn from a range of programme areas and Assessors across all locations in application for Direct Claim Status
  - all sub-sites must adhere to the centre internal verification sampling strategy
  - the outcome given for each key skill and level applies to all locations

## Authentication of learner evidence

It is a regulatory requirement for us to ensure that the learner's work is authenticated. Both the learner and the Assessor must confirm that the assessment evidence produced is authentic, i.e it is learner's own work.

We provide assessment recording documents that include a clear statement on authenticity which both the Assessor and the learner must sign. You may use your own forms. A suitable statement, signed by both the learner and Assessor would be:

*'I confirm that the evidence in the portfolio is the learner's own work. The learner has met all the requirements for the portfolio.'*

Further guidance on authentication can be found in the Key Skills Standards and Guidance, 2004 on page 19 and 20:

*'...many learners will have plenty of opportunity to develop communication and ICT skills in their part-time work and, as long as the evidence can be authenticated...'*

*'Where work is produced electronically, authentication by an Assessor is required. Authentication should include the Assessor's signature and the date on each document produced.'*

**Please note:** that *'each document produced'* means each final document, rather than any drafts presented in ICT portfolio evidence.

Key Skills Assessors are therefore required to:

- initial and date each final piece of learner word processed evidence, including evidence imported from the workplace and other external sources
- ensure that both the Assessor and the learner sign a statement of authenticity as specified above

Standards Verifiers **will not** accept learners' work for standards verification where this declaration has not been made.

## Standards verification

Standards Verifiers check that centres are assessing accurately and consistently to the agreed standards. The sampling and review of the learners' work will be carried out by a centre visit. If standards verification is successful then Direct Claim Status will be awarded to your centre.

Each of the three Key Skills (Application of Number, Communication, Information & Communication Technology) will be reported separately, with feedback being specific to each Key Skill and level. You will have the same Standards Verifier for all levels, (1-3).

Direct Claim Status is only awarded to you when the Standards Verifier has sampled successfully completed learner work. Direct Claim Status is awarded for each Key Skill and level.

We will **not** accept incomplete samples of learner work. You should only present completed assessments for standards verification and certificate claims.

If the initial sample shows that standards are not being maintained, Direct Claim Status will not be awarded. A second sample will be requested to check that corrective action has been taken. If a Standards Verifier requests a second sample of learner work the required actions indicated on the Standards Verification Feedback Form must be addressed before the second sample is seen by the Standards Verifier and Direct Claim Status can be awarded.

Once you receive the completed Standards Verification Report from us indicating that your application for Direct Claim Status has been successful for a particular Key Skill and level, portfolio claims may then be made for those learners who have completed their work and successfully gone through internal verification.

**Please note:** Certificates will only be generated after the learner has successfully passed the Key Skills test.

## Portfolio Sampling

The number of portfolios sampled per Key Skill is linked to the number of registrations for that specific skill:

Number of learners	Number of portfolios sampled
1 to 4 learners	all portfolios sampled
5 to 100 learners	5 sampled
101 to 250 learners	10 sampled
251 plus learners	15 sampled

If several skills and levels are being delivered then all Key Skills and levels will be sampled separately.

If you are able to submit more than one level per skill (i.e. ICT levels 1 and 2) when applying for Direct Claim Status, 50% of the sampling will be done for the highest level and the rest for the lower levels.

**Example:** A centre has 220 learners for ICT Level 2 and 70 learners for ICT Level 1. The sample size will therefore be 15 samples for the skill, 50% of the sample has to be for the highest level. In this particular example it will be 8 samples for ICT Level 2 and 7 samples for ICT Level 1.

**Please note:** in order to facilitate effective verification you must ensure that learners are registered early on during the assessment period and in advance of verification. Direct Claim Status may be withdrawn if the number of registrations subsequently does not relate to the sample reported.

When the number of portfolios at the highest level is less than 50%, the sampling will include all the portfolios at the highest level and the sufficient number of portfolios at the lower levels to make up the number of portfolios requested per skill as per table above.

**Example:** A centre has got 2 ICT learners for level 3, 150 learners for level 2 and 100 learners for level 1. In this particular case the sample size will therefore be 15 samples for the skill. As the number of portfolios at level 3 is less than 50%, the sample will include: 2 portfolios at level 3, 7 portfolios at level 2 and 6 portfolios at level 1 to make up a total of 15 portfolios to be sample.

Once you have registered learners, the Standards Verifier will contact you to arrange a standards verification visit. The Standards Verifier will then agree the selection of learner work based on the above sampling guidelines. Standards Verifiers may ask for more learner work to be provided if they cannot make a clear decision on the sample presented.

## Making arrangements for standards verification

Standards Verifiers will contact you at the beginning of the programme to arrange the standards verification visit. You should give **at least 4 weeks' notice** for standards verification. This will allow Standards Verifiers to manage their diaries in order to ensure that standards verification takes place within the appropriate timescales.

If need the Standards Verifier to carry out sampling, this should be undertaken **solely on one occasion** during the year and that this must address **all** of the Key Skills for which you centre is seeking certification.

If your centre no longer wishes to offer Edexcel Key Skills and does not require the services of a Standards Verifier, please would you notify [BTECDelivery@Edexcel.com](mailto:BTECDelivery@Edexcel.com)?

Both the Standards Verifier and you should ensure that maximum benefit is gained from the visit. For each visit, you must ensure that:

- only final assessed work is presented
- all amended work must have a cover sheet/assessment record that has been authenticated
- all corresponding internal standardisation records and Internal Verification Feedback Reports are available

## Standards verification process

Standards verification does not extend to providing training for your staff, although the process will provide support and guidance through the content of the verification reports.

The Standards Verifier will maintain an accurate record of the total number of samples successfully verified together with a list of learners' names.

Standards Verifiers will review the sample and complete a Standards Verification Report, and then make a comparison with the internal verification form in each case. Any anomalies will be addressed, firstly by looking at the samples again as a double check, then by discussing any issues with you. This discussion may clarify points so that a final decision can be made.

There are a number of generic issues which are also discussed during the visit. These will include:

- **learners having clearly referenced Key Skills work** which contain the relevant Key Skills evidence – either original or firsthand evidence, photocopies of evidence or clear references to where that evidence can be found
- **records of internal verification** being carried out by your centre
- **witness statements/observed evidence documents**, as well as the learner's details, these must state explicitly what activity has taken place, what the learner did and how he/she met the requirements of the standards; these must be signed by an appropriate person and should be supported by supplementary evidence, e.g. presentation notes, copies of slides, etc
- **electronic portfolios**. You may produce electronic portfolios or provide evidence which is not paper-based, e.g. e-portfolios, evidence on DVD, audio tape, video tape, etc. You are required to have the relevant hardware available during the Standards Verification visit, e.g. computer, cassette recorder, television and VCR, etc.

## The Standards Verification Report

On completion of the visit the Standards Verifier will complete a Standards Verification Report which will clearly state whether or not Direct Claim Status has been achieved for a particular Key Skill and level. This report contains important information relating to the outcome of the visit and will affect your ability to make claims for 'successful' work for each Key Skill and level.

Where issues have arisen with particular cohorts, programmes, levels or groups of learners, clear feedback and guidance will be given by the Standards Verifier in the Standards Verification Report stating what the issues are, how they should be rectified and what the next stage of the process will be.

The Standards Verification Report includes the following:

- centre details and details of each Key Skill and level sampled
- a summary of the visit including a list of centre personnel seen during the visit and areas of good practice
- actions required, these could be related to whether or not there is a need for a second sample or they could be developmental actions
- the overall outcomes summarised across all Key Skills and levels sampled. This includes comments on:
  - evidence of authentication, which is a requirement of the regulator
  - evidence of verification and standardisation
  - validity and quality of assessment task and how these match the Key Skills Standards
  - accurate assessment decisions

If required, the Standards Verifier will recommend a development plan is put in place for the centre to meet the national standards. Feedback will be given only where it is useful to the centre and will be included on the Standards Verification Report.

**Please note:** The Standards Verification Report is returned to us within 10 working days of the visit. Therefore, you will not be able to make any claims on the system until we have processed your report.

## Outcomes of standards verification

The outcome of standards verification is summarised in the Standards Verification Report either. There are two possible outcomes:

### Yes:

- You are accredited for a Key Skill and level, because:
  - sufficient evidence has been produced, and
  - the Key Skill is being assessed accurately and consistently
- No further standards verification is required
- Learners' portfolio evidence meets the standards

### No:

- You are not accredited for a Key Skill and level, because:
  - sufficient evidence has **not** been produced, and/or
  - the Key Skill and level is **not** being assessed accurately and consistently

In order for your application for Direct Claim Status to be successful you need to ensure that:

- Actions identified by the Standards Verifier must be carried out to enhance the internal verification process before Direct Claim Status is given
- All learners for the specific Key Skill and level have been successful
- Any issues are addressed and resolved before reapplying for accreditation

Once you are approved for Direct Claim Status your Lead Internal Verifier is permitted to authorise the claiming of portfolio achievement, provided that:

- all learners' work has been internally assessed
- a sample of the learners work has been sampled according to the centre's internal verification process and are found to meet the Key Skills Qualifications Standards and Guidance 2004 standards
- assessment records are retained
- that both the learner and the Assessor have signed authentication statements to confirm that the assessment evidence produced by learners is authentic.

## Confirmation of portfolio direct claims

On the first working day of each month you will be emailed a list of all portfolio direct claims you have made within the previous calendar month. You are advised to cross check this list against your own records to ensure all claims have been accurately recorded.

To receive the monthly confirmation of direct claims, please email: [gas@edexcel.com](mailto:gas@edexcel.com), giving your centre number and the email address of the person you who need to receive this confirmation.

## Retaining evidence

You are required to monitor assessment decisions over time. Therefore, you should retain the following documents for a minimum of two years, for all learners:

- Any internal verification feedback to Assessor documents appertaining to the particular sample
- Records of internal verification meetings
- Internal verification forms
- Recording and tracking sheets
- Copies of Standards Verification Reports
- Copies of learner work submitted to the Standards Verifier for application for Direct Claim Status

## Support

### **Edexcel website**

Visit the Edexcel Key Skills webpage:  
[www.edexcel.com/quals/skillsforlife/keyskills](http://www.edexcel.com/quals/skillsforlife/keyskills)

### **Standards and evidence requirements**

For further information regarding Key Skills standards visit the following webpage: [www.qcda.gov.uk/qualifications/6234.aspx](http://www.qcda.gov.uk/qualifications/6234.aspx)




## Overview of Portfolio Evidence

Overall Outcomes	
Evidence of suitable authentication?	
Comment	
Validity of assessment tasks	
Comment	
Assessment tasks are fit for purpose and match the standards?	
Comment	
Assessment decisions are accurate?	
Comment	
Additional comments on assessment tasks	
Assessor feedback provides the learners with...	Yes/No
1. constructive feedback on assessment	
2. feedback linked to relevant assessment criteria	

3. identified opportunities for improving performance	
4. agreed actions	

The evidence sampled has been accurately assessed to national standards?	
--	--

Internal Verifier	Date

**DECLARATION**

I confirm that the internal verification and standardisation of Key Skills has been managed to the standards required to maintain the integrity of the Key Skills qualification. I confirm that I have witnessed the evidence to support this declaration and that records will be retained to provide an audit trail.

Key Skills Lead Internal Verifier	Date

## Appendix 2: Key Skills Standards Verification Report

This is a copy of the report your Standards Verifier will use.

Centre Details	
Centre name	
Centre number	
Key Skills Lead Internal Verifier	
Internal Verifier	

Sample Details		
Standards Verifier name		
Standards Verifier number		
Key Skill area	Key Skill area	Key Skill area
Level	Level	Level
Date of sample	Date of sample	Date of sample
Sample size	Sample size	Sample size
Sample method	Sample method	Sample method
First or second sample	First or second sample	First or second sample
Further action required	Further action required	Further action required
Second sample required	Second sample required	Second sample required
Level(s) required in 2 <sup>nd</sup> Sample	Level(s) required in 2 <sup>nd</sup> Sample	Level(s) required in 2 <sup>nd</sup> Sample

### Overall comments

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Summary of visit	
List of centre personnel seen/interacted with during the visit	
Name	Role
Areas of good practice	
Actions	
Required (check box to indicate if second sample requested <input type="checkbox"/> )	Target date
Developmental	Target date

Summarise across all Key Skill areas and levels sampled

Overall Outcomes	
Has the sample been authenticated?	
Comment	
Is there evidence of verification and standardisation?	
Comment	
Is the assessment activity suitable (valid and appropriate)?	
Comment	
Are assessment decisions accurate?	
Comment	

Complete one sample sheet for each Key Skill and level

Sampling of Assessment Activity		
Direct Claim Status granted?		
Key Skill area		
Level		
Number of learners		
Required number of samples		
Actual number of samples		
Is this assessment activity fit for purpose, appropriate and contextualised? The assessment activities...		
		Yes/No
1. are set in a relevant context		
2. clearly state what evidence the learner needs to provide		
3. are likely to generate evidence which is appropriate, sufficient and valid		
4. are set at the appropriate level		
Additional comments on assessment activities		
Sampling assessment decisions		
Assessors' names		
Has the evidence provided been accurately assessed to national standards?		
Learners where accurate decisions made	Learners where inaccurate decisions made	Comments
Assessor feedback provides the learners with...		Yes/No
1. constructive feedback on assessment		
2. feedback linked to relevant assessment criteria		
3. identified opportunities for improving performance		
4. agreed actions		
Internal standardisation and verification documents show...		Yes/No
1. evidence of internal verification and standardisation		
2. Internal Verifier and/or Key Skills Lead Internal Verifier signature		
3. a date shortly after learner's work was assessed		
4. Internal Verifier has correctly confirmed assessment decisions		
5. appropriate feedback to Assessor		
6. relevant action identified where necessary		
7. agreed actions completed and signed off		
Additional comments on assessment decisions		

## Appendix 3: Record and Tracking Sheets

These record sheets have been designed and produced to assist those delivering and assessing Key Skills. They are available for Level 1 to Level 4. They are optional, and are not a requirement. Record sheets for all skills and levels can be downloaded from the webpage:

[www.edexcel.com/quals/skillsforlife/keyskills/application](http://www.edexcel.com/quals/skillsforlife/keyskills/application)

### Communication Level 1 record sheets

Learner name:		Course:	
Assessor name:			

Generic evidence	Page No
Use at least one image, <i>either</i> to obtain information, or in your discussion, or in one of the documents you write to help the audience/reader understand the points you are making	

C 1.1	Take part in either a one-to-one OR a group discussion	Portfolio page reference	
	Title of discussion	<b>Attached:</b> Source list Notes Peer evaluation Observation notes	
C1.1.1	Provide information that is relevant to the subject and purpose of the discussion	Comments	
C1.1.2	Communicate clearly in a way that suits the situation and respond appropriately to others		

I confirm that the details above are correct, and that the evidence in the portfolio is the learner's own work. The learner has met all the requirements for portfolio evidence.

Assessor	Date	Learner	Date

## Communication Level 1 record sheets

Learner name:		Course:	
Assessor name:			

Generic evidence		Page No	
Use at least one image, <i>either</i> to obtain information, or in your discussion, or in one of the documents you write to help the audience/reader understand the points you are making			
C 1.2	Read and obtain information from at least one document.	Portfolio page reference	
	Source document(s) (titles, authors etc)		
C1.2.1	Read relevant material	Comments	
C1.2.2	Identify accurately the main points and ideas		
C1.2.3	Use the information to suit your purpose		
C 1.3	Write two different types of documents	Portfolio page references	Doc 1
			Doc 2
C1.3.1	Present relevant information in a format that suits your purpose	Comments	
C1.3.2	Spell, punctuate and use grammar accurately		
C1.3.3	Make your meaning clear		

I confirm that the details above are correct, and that the evidence in the portfolio is the learner's own work. The learner has met all the requirements for portfolio evidence.

Assessor	Date	Learner	Date