General Points/Development Areas from EV Visit:-

* Today was a very positive visit to the centre and the standard of assessment for ESW has greatly improved over the past 2 years.
* Positive/constructive feedback needs to be documented by the marking tutor on all pieces of work in the portfolio.
* Tutors to mark work using the college marking guide, which then enables the candidate to self-correct their own work.
* Level 1 - C1.1.1 & C1.1.2 has to be covered on 3 occasions. Ellie suggests the use of a written witness testimony from the teaching tutor/employer. These can be generated in less formal situations in everyday life and work. You may demonstrate these skills in a telephone conversation.

All Levels- Production of 2 documents of different types to communicate information.

CV’s, posters and PowerPoint presentations are NO longer acceptable as there needs to be evidence of sentence formation and paragraphs included at all levels- moving forward please ensure that assignment briefs are amended to reflect these changes.

The assignment brief needs to clearly document the nature of both the FORMAL and INFORMAL document.

Formal documents can include:- a CV with a covering letter for a specific job advert, an article for a newspaper or magazine, a set of instructions, business letter.

**Comparability Study On Communication Skills Report Summary:-**

**Document Writing- All Levels**

“In final work, sentences must be formed correctly, with correct punctuation, spelling and grammar. Paragraphing must be appropriate.”

* Portfolio content needs to be purposeful and should be derived from the learner’s learning programme/ occupation/industry or their leisure interests.

**Issues Common to all three levels**

* ESW standards state that, learners are required to use “language that is appropriate to your purpose and audience”.

Evidence reviewed that contained contractions such as ‘don’t’ and ‘can’t’. These are NOT appropriate in a FORMAL document.

**For EACH written document**

**Issues at Level 1 & 2**

* The most common weakness in the documents reviewed was the use of apostrophes. Examples of their misuse were missed by assessors & IVs, so these documents and portfolios should not have been passed.

**Issues at Level 3**

* The 2 written documents compiled need to be about complex subjects. “Complex subjects or materials deal with abstract or sensitive issues and lines of enquiry that depend on clear reasoning that may not be immediately clear. The subject matter must have several strands and must be challenging to the learner in terms of the ideas it presents. Specialist vocabulary and complicated sentence structures may be used”. A straightforward descriptive account of a visit to Cardiff, for example is therefore NOT a complex subject.