

Level 1 Essential Skills Wales in Communication (3768)

Candidate logbook

500/7616/4



Your name:

City & Guilds enrolment number:

Unique Learner Number (ULN):

Date of registration for 3768:

Date portfolio started:

Date portfolio completed:

Assessor's name:

Internal verifier's name:

1 How do I use this logbook?

This logbook will help you work towards Level 1 Essential Skills Wales in Communication. It contains:

- an **evidence record form** detailing the evidence you must provide to complete this qualification. You should use this to record and organise your evidence.
- a **Speaking and Listening assessment record**, to be completed by your assessor/tutor.
- a **skills checklist** containing all of the skills you need to have in order to show that you are competent. You can use this to help show how you have learnt and gained confidence in these skills.

The evidence and skills requirements for ESW are set out in full in the DCELLS document 'Essential Skills Wales'. This can be downloaded from www.cityandguilds.com/esw. Your assessor/tutor will also be able to explain to you in more detail what you need to do.

About ESW

The Essential Skills Wales (ESW) qualifications are designed to help you develop and demonstrate the skills needed to make the most of your learning, work and life.

This qualification will help you improve your **communication** skills. You will be required to demonstrate your skills in:

- speaking and listening
- reading
- writing

in familiar contexts, some of which must be formal, connected with education, training, work and social roles.

About City & Guilds

City & Guilds is your awarding organisation for Essential Skills Wales. City & Guilds is the UK's leading awarding body for vocational qualifications. You may also be working towards other City & Guilds qualifications at the same time as completing ESW and in some cases you may be able to use work completed for those qualifications towards your ESW portfolio.

Information about City & Guilds and our qualifications is available on our website www.cityandguilds.com.

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2.1 Evidence record

Your portfolio must include **all** of the following. Please use this sheet to record what your evidence is and where it can be found. The Declarations on page 8 **must** be completed.

Standard	Description of evidence presented	Location/reference	Confirmed met and date <i>(assessor use only)</i>
C1.1.1 Understand and respond to spoken language in a range of contexts.			<input type="checkbox"/> >1 context <hr/> <hr/>
C1.1.2 Speak to communicate: <ul style="list-style-type: none"> • information • feelings • opinions • questions • instructions on familiar topics, using appropriate language, and in a range of contexts.			<input type="checkbox"/> information <input type="checkbox"/> feelings <input type="checkbox"/> opinions <input type="checkbox"/> questions <input type="checkbox"/> instructions <input type="checkbox"/> language appropriate <hr/> <hr/>
C1.1.3 Take part in formal discussions with two or more other people.			<input type="checkbox"/> >1 discussion <input type="checkbox"/> >=1 face-to-face <hr/> <hr/>
C1.2.1 Read, understand and obtain information independently from at least two different types of documents. At least one document must contain an image. One document must be at least 250 words long.			<input type="checkbox"/> >1 type of doc <input type="checkbox"/> >=1 doc 250+ words <input type="checkbox"/> image in >=1 doc <hr/> <hr/>
C1.3.1 Write two short documents of different types to communicate information to a familiar audience in appropriate formats, using language that is appropriate to your purpose and audience. One document must be at least 250 words long.			<input type="checkbox"/> >1 doc of different types <input type="checkbox"/> >=1 doc 250+ words <input type="checkbox"/> evidence of planning <input type="checkbox"/> >=1 draft <hr/> <hr/>

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2.2 Assessment record – Speaking and Listening Discussion (1)

At least one other discussion must also take place.

Candidate's name:

City & Guilds Enrolment Number:

Date/time/location of discussion:

Details of participants *(candidate plus at least two other people not including the assessor):*

Summary of the discussion:

Confirm that the candidate:		Give examples
Prepared for a discussion in order to say things and provide information that is relevant to the subject and purpose of the discussion. C1.1.3 (a)	<input type="checkbox"/>	
Took part in a purposeful group discussion to reach a shared understanding. C1.1.3 (b)	<input type="checkbox"/>	
Made clear and relevant contributions to discussions. C1.1.3 (c)	<input type="checkbox"/>	
Respected the turn-taking rights of others during discussions. C1.1.3 (d)	<input type="checkbox"/>	
Used appropriate phrases or gestures in order to join in the discussion. C1.1.3 (e)	<input type="checkbox"/>	
Used language and register appropriate to listeners. C1.1.2 (g)	<input type="checkbox"/>	

Confirm that the candidate:		Give examples
Spoke to communicate: <ul style="list-style-type: none"> • Information* • Feelings* • Opinions* • Questions* • Instructions*. C1.1.2 Note all of the above bullet points must be covered at least once in the conversations and discussions for this qualification. <i>*Tick only as applicable</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Feedback to candidate:

Assessor name:

Assessor signature:

IV signature (if sampled):

Date:

The Declarations on page 8 **must** also be completed.

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2.3 Assessment record – Speaking and Listening Discussion (2)

One of more of these discussions must be conducted face-to-face.

Candidate's name:

City & Guilds Enrolment Number:

Date/time/location of discussion:

Details of participants (*candidate plus at least two other people not including the assessor*):

Summary of the discussion:

Confirm that the candidate:		Give examples
Identified detail and information from explanations, instructions or discussions. C1.1.1 (a)	<input type="checkbox"/>	
Paid close attention and responded constructively to what others said. C1.1.1 (b)	<input type="checkbox"/>	
Judged when to speak and how much to say. C1.1.2 (a)	<input type="checkbox"/>	
Clearly expressed statements of fact/questions/ explanations/instructions/accounts /descriptions of familiar topics. C1.1.2 (b)	<input type="checkbox"/>	
Used strategies to support what they were saying. C1.1.2 (c)	<input type="checkbox"/>	
Presented information and ideas in a logical sequence. C1.1.2 (d)	<input type="checkbox"/>	

Confirm that the candidate:		Give examples
Responded to questions about a range of familiar topics. C1.1.2 (e)	<input type="checkbox"/>	
Clearly conveyed feelings/opinions when appropriate (may be covered by discussion). C1.1.2 (f)	<input type="checkbox"/>	
Spoke to communicate: <ul style="list-style-type: none"> • Information* • Feelings* • Opinions* • Questions* • Instructions*. C1.1.2 Note all of the above bullet points must be covered at least once in the conversations and discussions for this qualification. <i>*Tick only as applicable</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Feedback to candidate:

Assessor name: _____ Assessor signature: _____

IV signature (if sampled): _____ Date: _____

The Declarations on page 8 **must** also be completed.

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2.4 Declarations

The candidate and assessor declarations below **must** be completed in all cases.

Candidate name: _____

Candidate declaration:

I confirm that the evidence produced for this portfolio is entirely my own work.

Candidate signature: _____ Date: _____

For centre staff and City & Guilds' use only

Assessor declaration:

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. Assessment is valid, authentic, reliable, current and sufficient.

Assessor signature: _____ Date: _____

Internal verifier declaration:

(if sampled)

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. I have internally verified this work.

Internal verifier signature: _____ Date: _____

External verifier declaration:

(if sampled)

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. I have externally verified this work.

External verifier signature: _____ Date: _____

In order to show you are competent, you need to know how to:	Tick if you can	Further guidance
a) read and understand relevant specialist key words and phrases b) identify the main points and ideas in documents and images c) recognise the purpose of a variety of documents d) locate and understand information using organisational features e) find the meaning of words and phrases you do not understand, using reference materials f) obtain information from documents and images, including inferring meaning that is not explicit in the text g) ask others when you are unclear about what you have read.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Independently Your tutor/teacher/trainer may give you, or suggest, some documents for you to read but you must find the information you need within them.</p> <p>Purpose of documents You must be able to identify the purpose of a variety of documents (eg to inform, to persuade, to instruct) by the vocabulary they use and how they are presented.</p> <p>Inferring meaning You must be able to see what a writer means, even when this is not made clear in the text.</p> <p>Skills may be implicit in the work produced While this is not required, you could ensure that the purpose of your reading is to help you write one of your documents for C1.3.1. Your reading skills would then be apparent from what you write about the subject of your reading.</p>
a) plan and draft writing b) present relevant information in formats that suit your purpose and audience c) construct compound sentences, using appropriate conjunctions d) organise writing in paragraphs that demonstrate a logical sequence e) use correct basic grammar f) use punctuation correctly, including apostrophes g) spell correctly, including specialist words h) judge the relevance of information and the amount of detail to include for your purpose i) use language suitable to purpose and audience j) use relevant images to help the reader understand your main points k) produce legible text l) make your meaning clear m) check and where necessary revise your documents.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Formats that suit your purpose and audience Your teacher/tutor/trainer may give you guidance about possible formats for your writing but you must make the final choice yourself. This might be a business letter, a report or essay, a set of instructions, a memo, an article for a newspaper or magazine, etc.</p> <p>Judge the relevance of information and the amount of detail to include You must be able to decide how much of what you read is relevant to your purpose and how much detail you need to include in what you write.</p> <p>Spelling, grammar, punctuation</p> <ul style="list-style-type: none"> You must be able to spell correctly, including specialist words related to your topic and context. You must know how to write compound sentences using correct basic grammar. You must use punctuation such as apostrophes accurately (as well as capital letters, full stops, question marks and exclamation marks, which are required at Entry levels). <p>Checking You must check and (where necessary) correct your work in order to ensure that spelling, punctuation and grammar are correct, that it is organised into paragraphs that help the reader to follow what you have written, and that your meaning is clear.</p>

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