

Essential Skills Wales

Communication

Entry 1 - 3

PORTFOLIO TRACKING RECORDS

ESW COMMUNICATION – ENTRY 1

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/audience:			

Reference	Evidence required	Insert ✓	Page Ref
CE1.1 - Speaking and Listening	CE1.1.1 Understand and respond to spoken language in a face-to-face situation.		
	CE1.1.2 Speak to communicate: Basic Information Feelings Opinions Questions Familiar topics Appropriate language		
	CE1.1.3 Take part in discussion with another person. Familiar situation Familiar topic Record of discussion Record of informal exchange (<i>if necessary</i>)		
CE1.2 – Reading	CE1.2.1 Read, understand and obtain information on familiar everyday topics from short documents. Learner/assessor notes included: Document 1 – symbol <input type="checkbox"/> image <input type="checkbox"/> Document 2 – symbol <input type="checkbox"/> image <input type="checkbox"/> Record of reading		
CE1.3 – Writing	CE1.3.1 Write a short document to communicate information. Familiar given audience Given format Appropriate language Include at least one draft Evidence of checking Record of writing		

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 evidence requirements.

Learner Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier: Signature:		Date:	

ESW COMMUNICATION – ENTRY 2

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/audience:			

Reference	Evidence required	Insert ✓	Page Ref
CE2.1 - Speaking and Listening	CE2.1.1 Understand and respond to spoken language in a face-to-face situation.		
	CE2.1.2 Speak to communicate: Information Feelings Opinions Questions Familiar topics Appropriate language		
	CE2.1.3 Take part in discussion with two or more people. Familiar situation Record of discussion Record of informal exchange (<i>if necessary</i>)		
CE2.2 – Reading	CE2.2.1 Read, understand and obtain information on familiar everyday topics from short straightforward documents. Learner/assessor notes included Document 1 – chronological <input type="checkbox"/> instructional <input type="checkbox"/> Document 2 – chronological <input type="checkbox"/> instructional <input type="checkbox"/> Record of reading		
CE2.3 – Writing	CE2.3.1 Write a short document to communicate relevant information. Given audience Given format Include at least one draft Evidence of checking Record of writing		

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 evidence requirements.

Learner Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier: Signature:		Date:	

ESW COMMUNICATION – ENTRY 3

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/audience:			

Reference	Evidence required	Insert ✓	Page Ref
CE3.1 - Speaking and Listening	CE3.1.1 Understand and respond to spoken language in a face-to-face situation.		
	CE3.1.2 Speak to communicate: Information Feelings Opinions Questions Familiar topics Appropriate language		
	CE3.1.3 Take part in discussion with two or more people. Familiar situation Record of discussion Record of informal exchange (<i>if necessary</i>)		
CE3.2 – Reading	CE3.2.1 Read, understand and obtain information independently from short straightforward documents on familiar topics. Learner/assessor notes included: Document 1 – symbol <input type="checkbox"/> image <input type="checkbox"/> Document 2 – symbol <input type="checkbox"/> image <input type="checkbox"/> Record of reading		
CE3.3 – Writing	CE3.3.1 Write a short document to communicate relevant information and opinions. Given audience Agreed format Appropriate language Include at least one draft Evidence of checking Record of writing		

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 evidence requirements.

Learner Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier: Signature:		Date:	