

Essential Skills Wales

Communication

Levels 1 - 4

PORTFOLIO TRACKING RECORDS

ESW COMMUNICATION – LEVEL 1

PORTFOLIO TRACKING RECORD

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

Reference	Evidence required	Insert ✓	Page Ref
C1.1 Speaking and Listening	C1.1.1 Understand and respond to spoken language in a range of contexts.		
	C1.1.2 Speak to communicate. Information Feelings Opinions Questions Instructions Familiar topics Appropriate language		
	C1.1.3 Take part in at least two formal discussions with two or more people. Record of discussion 1 Record of discussion 2 Record of discussion 3 (<i>if necessary</i>) Range of contexts Evidence of preparatory notes		
C1.2 Reading	C1.2.1 Read, understand and obtain information independently from at least two different types of documents. Document 1 – 250 words <input type="checkbox"/> image <input type="checkbox"/> Document 2 – 250 words <input type="checkbox"/> image <input type="checkbox"/> Record of reading		

ESW COMMUNICATION – LEVEL 1

PORTFOLIO TRACKING RECORD

C1.3 Writing	C1.3.1 Write two short documents of different types to communicate information. Familiar audience Appropriate formats Language appropriate to purpose Language appropriate to audience Include evidence of: Document 1 – plans <input type="checkbox"/> drafts <input type="checkbox"/> Document 2 – plans <input type="checkbox"/> drafts <input type="checkbox"/> Record of writing Evidence of checking Document 1 – 250 words <input type="checkbox"/> Document 2 – 250 words <input type="checkbox"/>		

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 – LEVEL 2

PORTFOLIO TRACKING RECORD

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

Reference	Evidence required	Insert ✓	Page Ref
C2.1 Speaking and Listening	C2.1.1 Understand and respond to spoken language on a range of topics and in a range of contexts.		
	C2.1.2 Speak to communicate. Information Feelings Opinions Questions Instructions Familiar topics Unfamiliar topics Appropriate language Non verbal communication Range of contexts		
C2.1.3a Take part in at least two formal discussions with two or more people. Record of discussion 1 Record of discussion 2 Record of discussion 3 (<i>if necessary</i>) Range of contexts Evidence of preparatory notes Audio/video/witness statement			
C2.1.3b Give a talk/presentation. Record of talk At least 4 minutes Image/supporting material Clearly expressed Evidence of preparatory notes Audio/video/witness statement			
C2.2 Reading	C2.2.1 Read, understand and summarise information from at least two documents about the same subject. Document 1 – 500 words <input type="checkbox"/> image <input type="checkbox"/> Document 1 – 500 words <input type="checkbox"/> image <input type="checkbox"/> Record of reading		

ESW COMMUNICATION – LEVEL 2

PORTFOLIO TRACKING RECORD

C2.3 Writing	C2.3.1 Write two documents of different types to inform different audiences. Appropriate formats Language appropriate to purpose Language appropriate to audience Include evidence of: Document 1 – plans <input type="checkbox"/> drafts <input type="checkbox"/> Document 2 – plans <input type="checkbox"/> drafts <input type="checkbox"/> Record of writing Evidence of checking Document 1 – 500 words <input type="checkbox"/> Document 2 – 500 words <input type="checkbox"/>		

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

ESW COMMUNICATION – LEVEL 3

PORTFOLIO TRACKING RECORD

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

Reference	Evidence required	Insert ✓	Page Ref
C3.1 Speaking and Listening	C3.1.1 Understand and respond to spoken language on a range of topics and in a range of contexts.		
	C3.1.2 Speak to communicate. Information Feelings Opinions Questions Complex Instructions Familiar topics Unfamiliar topics Appropriate language Non verbal communication Range of contexts		
C3.1.3a Take part in at least two formal discussions with two or more people. Record of discussion 1 Record of discussion 2 Record of discussion 3 (<i>if necessary</i>) Range of contexts Evidence of preparatory notes Audio/video/witness statement			
C3.1.3b Give a talk/presentation. Record of talk/presentation At least 8 minutes Image/supporting material Clearly expressed Evidence of preparatory notes Audio/video/witness statement			
C3.2 Reading	C3.2.1 Read, understand and synthesise information from at least two documents about the same subject. Document 1 – complex <input type="checkbox"/> 1000 words <input type="checkbox"/> image <input type="checkbox"/> Document 2 – complex <input type="checkbox"/> 1000 words <input type="checkbox"/> image <input type="checkbox"/> Record of reading		

ESW COMMUNICATION – LEVEL 3

PORTFOLIO TRACKING RECORD

C3.3 Writing	C3.3.1 Write two documents of different types each one giving different information to different audiences. Complex subjects Appropriate formats Language appropriate to purpose Language appropriate to audience Include evidence of: Document 1 – plans <input type="checkbox"/> drafts <input type="checkbox"/> Document 2 – plans <input type="checkbox"/> drafts <input type="checkbox"/> Record of writing Evidence of checking Document of 1000 words – document 1 <input type="checkbox"/> document 2 <input type="checkbox"/>		

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

ESW COMMUNICATION – LEVEL 4

PORTFOLIO TRACKING RECORD

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

Reference	Evidence required	Insert ✓	Page Ref
C4.1 Developing a Strategy	C4.1.1 Develop a strategy for using communication skills over an extended period of time. Written evidence including entries in an effective: <ul style="list-style-type: none"> • Personal Development Plan • Progress file • Project proposal • Methods justified • Annotated references of sources used for research 		
C4.2 – Monitoring Progress	C.4.2.1 Monitor progress and adapt strategy as necessary, to achieve the quality of outcomes required in work involving at least: <ul style="list-style-type: none"> • One group discussion about a complex subject. • One document of at least 1000 words about a complex subject. Reflect on progress and feedback obtained. Written notes of discussions with appropriate persons. Witness statements. Evidence of choices, reasons for choices and judgements of effectiveness. Evidence of group discussion/minutes of meetings/audio/visual recordings. Notes of planning. At least one draft and evidence of checking. Full references for all sources.		
C4.3 Presenting Outcomes and Evaluating Strategy	C4.3.1 Present the outcomes of your work, using at least one formal oral presentation. Preparatory notes Audio/visual clips Witness statements Clearly expressed		

ESW COMMUNICATION – LEVEL 4

PORTFOLIO TRACKING RECORD

	C4.3.2 Evaluate the effectiveness of your strategy and identify ways to further develop your communication skills. Evidence of written evaluation Discussion as supporting evidence. (<i>audio/video</i>)		

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