

Extract from Specification

**Pearson Edexcel Entry Level 1
Essential Skills Wales in
Communication**

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Entry Level 1 Essential Skills Wales in Communication

Level:	Entry Level 1
Credit value:	6
Guided Learning Hours:	60

About this qualification

This is about demonstrating your skills in:

- speaking and listening (CE1.1)
- reading (CE1.2)
- writing (CE1.3)

in familiar and accessible contexts connected with education, training, work and social roles. You will be given guidance by your tutor, teacher or trainer.

Amplification of evidence requirements

Notes

- 1 You must provide evidence of your Communication skills, as they are specified in the first column of the component grid. Your evidence must be in the form described in the third column ('Evidence requirements'). In order to provide this evidence, you will need to have the skills that are listed in the second column.
- 2 At this level, subject matter and materials will be straightforward, i.e. those that you will often meet in your work, studies or other activities. Content will be put across in a direct way.
- 3 The guidance within the qualification supports the requirements of the three columns of the component areas and is intended to advise and help you and your teacher/tutor/trainer in your work. It provides explanations of some of the requirements of the standards that may be useful when you are developing the skill of Communication at Entry Level 1 and producing evidence of your work. It is not a mandatory part of the standards.
- 4 The Mandatory Definitions (*Annexe A*) give the exact meaning of certain words in the document. You must always refer to them when you are developing your skills, gathering evidence, and preparing for assessment.
- 5 Witness statements must not be the only form of evidence that you provide. When you provide a witness statement, it must be supported by other evidence.

Evidence

At Entry Level, you will be assessed via a portfolio of evidence. The term 'evidence' is used in this document to refer to the work you produce for final assessment.

The documents you read must, between them, include symbols and simple images.

There must be evidence that all your work has been assessed and authenticated, eg there must be records/notes, written by a competent assessor, confirming that your work is your own and that it has achieved the required standard.

Skill requirements

In order to achieve this qualification, the evidence that you present for assessment needs to demonstrate that you can meet all of the skills requirements of the qualification for each of the component areas. A piece of work submitted could give assessment evidence for more than one skill.

Component: CE1.1 Speaking and listening

You must provide evidence that you can:	In order to show that you are competent, you need to know how to:	Evidence requirements	Guidance
<p>CE1.1.1 Understand and respond to spoken language in a face-to-face situation.</p>	<ul style="list-style-type: none"> • use key words to extract specific information • follow single-step instructions in a familiar context, asking for instructions to be repeated if necessary • respond to requests for personal information. 	<p>Evidence may be in various forms, including audio/visual clips and witness statements.</p> <p>Evidence may be generated in the context of a discussion for CE1.1.3. However, it may also be generated in informal exchanges in everyday life and work.</p> <p>Evidence from a telephone conversation is not acceptable.</p>	<p>Understand and respond You must understand and know how to respond to spoken language in a face-to-face situation, i.e. a telephone conversation is not acceptable. In practice, you may demonstrate some of these skills when you are having a discussion with another person (CE1.1.3).</p> <p>Use key words to extract specific information When you are listening to someone talking to you, you must be able to pick out the most important words in what they are saying.</p> <p>Single-step instructions Each instruction should require only a single action by you, though there may be a series of these.</p>

You must provide evidence that you can:	In order to show that you are competent, you need to know how to:	Evidence requirements	Guidance
<p>CE1.1.2 Speak to communicate</p> <ul style="list-style-type: none"> • basic information • feelings • opinions • questions on familiar topics, using appropriate language. 	<ul style="list-style-type: none"> • In order to show that you are competent, you need to know how to: • speak clearly to be heard and understood • make requests using appropriate terms • ask questions to obtain specific information • make statements of fact clearly • convey your feelings and opinions when appropriate • use language appropriate to your listener(s). 	<p>Evidence may be in various forms, including audio/visual clips and witness statements.</p> <p>Evidence may be generated in the context of a discussion for CE1.1.3. However, it may also be generated in informal exchanges in everyday life and work.</p> <p>Evidence from a telephone conversation is not acceptable.</p>	<p>Speak to communicate You must know how to orally communicate a range of content and feelings. In practice, you may demonstrate some of these skills when you are having a discussion with another person (CE1.1.3).</p> <p>Speak clearly You must articulate your words clearly, so that other people can hear and understand what you are saying.</p> <p>Specific information You must word your questions so that it is clear exactly what information you are asking for.</p> <p>Convey feelings You must be able to say what you think or feel in a way that is balanced and assertive, without being aggressive.</p>
<p>CE1.1.3 Take part in discussion with another person in a familiar situation about familiar topics.</p>	<ul style="list-style-type: none"> • take part in a one-to-one discussion to confirm a shared understanding about familiar topics. 	<p>Evidence may be in various forms, including audio/visual clips and witness statements.</p> <p>The assessor must not be the other person in the discussion.</p>	<p>Discuss You must take part in a one-to-one discussion with another person. You may suggest both the topic and the situation, or these may be given to you by your tutor, teacher or trainer.</p> <p>Confirm a shared understanding The purpose of your discussion must be to make sure that you understand the topic in the same way as the person you are talking to.</p>

Component: CE1.2 Reading

You must provide evidence that you can:	In order to show that you are competent, you need to know how to:	Evidence requirements	Guidance
<p>CE1.2.1 Read, understand and obtain information on familiar everyday topics from short documents.</p>	<ul style="list-style-type: none"> recognise the letters of the alphabet in both upper and lower case decode simple, regular words recognise and understand simple words, signs and symbols read short documents and simple images with repeated language patterns on familiar topics follow a short written narrative on a familiar topic or experience recognise the different purposes of documents find the meaning of words that you do not understand ask others when you are unclear about what you have read. 	<p>Evidence must show that the learner has read at least two short documents. The documents must have different purposes.</p> <p>Evidence may be in the form of:</p> <ul style="list-style-type: none"> notes written by the learner and/or assessor notes of the learner reading aloud and answering questions that demonstrate that the learner has the skills required by the standards. <p>Evidence may be supported by photocopies of documents and/or images annotated by the learner.</p> <p>Evidence may be implicit in a written document produced as evidence for CE1.3.1.</p> <p>The documents may be provided by the teacher/tutor/trainer or assessor.</p> <p>At least one document should include at least one symbol and at least one simple image.</p> <p>Evidence must show that the learner can ask for help when they need it.</p>	<p>Read, understand and obtain information You may read the documents either on paper or on-screen, or they may be signs or notices.</p> <p>Recognise purpose You must be able to recognise the purpose of a document (e.g. an instructional document) from its layout, design, or the words it uses, before you read it in detail.</p> <p>Find the meaning When you are trying to read a word that you do not understand, you may use a dictionary or a reference book, or you may ask for help from an appropriate person.</p> <p>Ask others You must be able to recognise when you need help and to ask for it.</p>

Component: CE1.3 Writing

You must provide evidence that you can:	In order to show that you are competent, you need to know how to:	Evidence requirements	Guidance
<p>CE1.3.1 Write a short document to communicate information to a familiar given audience in a given format and using appropriate language.</p>	<ul style="list-style-type: none"> • write the letters of the alphabet using upper and lower case • use written words and phrases to record or present information • use appropriate language • construct simple sentences • punctuate a simple sentence with a capital letter and a full stop • use a capital letter for personal pronoun 'I' • spell correctly some personal key words and familiar words • produce legible text • make your meaning clear • check and where necessary revise your document. 	<p>Evidence must include:</p> <ul style="list-style-type: none"> • one short document in a format provided or confirmed by a tutor, teacher or trainer • at least one draft, with evidence of checking. <p>Evidence may be produced electronically, provided that it is authenticated as the learner's own work.</p>	<p>Write a document You must write a document in a format that your tutor/teacher/trainer will give you.</p> <p>Checking You must check and (where necessary) correct your work in order to ensure that spelling and punctuation are correct and that your meaning is clear.</p>

Guidance for Communication Entry Level 1

The guidance below supports the requirements of the three columns of the component areas and is intended to advise and help you and your teacher/tutor/trainer in your work. It provides explanations of some of the requirements of the standards that may be useful when you are developing the skill of Communication at Entry Level 1 and producing evidence of your work. It is not a mandatory part of the standards.

CE1.1.1

Understand and respond

You must understand and know how to respond to spoken language in a face-to-face situation, i.e. a telephone conversation is not acceptable. In practice, you may demonstrate some of these skills when you are having a discussion with another person (CE1.1.3).

Use key words to extract specific information

When you are listening to someone talking to you, you must be able to pick out the most important words in what they are saying.

Single-step instructions

Each instruction should require only a single action by you, though there may be a series of these.

CE1.1.2

Speak to communicate

You must know how to orally communicate a range of content and feelings. In practice, you may demonstrate some of these skills when you are having a discussion with another person (CE1.1.3).

Speak clearly

You must articulate your words clearly, so that other people can hear and understand what you are saying.

Specific information

You must word your questions so that it is clear exactly what information you are asking for.

Convey feelings

You must be able to say what you think or feel in a way that is balanced and assertive, without being aggressive.

CE1.1.3

Discuss

You must take part in a one-to-one discussion with another person. You may suggest both the topic and the situation, or these may be given to you by your tutor, teacher or trainer.

Confirm a shared understanding

The purpose of your discussion must be to make sure that you understand the topic in the same way as the person you are talking to.

CE1.2.1

Read, understand and obtain information

You may read the documents either on paper or on screen, or they may be signs or notices.

Recognise purpose

You must be able to recognise the purpose of, for example, an instructional document from its layout, design, or the words it uses, before you read it in detail.

Find the meaning

When you are trying to read a word that you do not understand, you may use a dictionary or a reference book, or you may ask for help from an appropriate person.

Ask others

You must be able to recognise when you need help and to ask for it.

CE1.3.1

Write a document

You must write a document in a format that your tutor/teacher/trainer will give you.

Checking

You must check and (where necessary) correct your work in order to ensure that spelling and punctuation are correct and that your meaning is clear.