

# **Essential Skills Wales Communication**

**Entry Level 1 - 3**

**Portfolio Tracking Records**

## ESW COMMUNICATION – ENTRY LEVEL 1

## PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	

Evidence required	Insert ✓	Page Ref	Assessor Comments
<b>CE1.1 - Speaking and Listening</b> <b>CE1.1.1 Understand and respond to</b> spoken language in a face-to-face situation.			
<b>CE1.1.2</b> Speak to communicate			
Basic Information			
Feelings			
Opinions			
Questions			
Familiar topics			
Appropriate language			
<b>CE1.1.3</b> Take part in discussion with <b>another person.</b>			
Familiar situation			
Familiar topic			
Record of discussion			
Record of informal exchange (if necessary)			
<b>CE1.2 – Reading</b> <b>CE1.2.1</b> Read, understand and obtain information on <b>familiar everyday topics</b> from short documents.			
Learner/assessor notes included			
	Symbol ✓	Image ✓	
Document 1			
Document 2			
Record of reading			
<b>CE1.3 – Writing</b> <b>CE1.3.1</b> Write a <b>short document</b> 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 LEVEL 2

## PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	

Evidence required	Insert ✓	Page Ref	Assessor Comments
<b>CE2.1 - Speaking and Listening</b> <b>CE2.1.1 Understand and respond</b> to spoken language in a face-to-face situation.			
<b>CE2.1.2 Speak to communicate</b>			
Information			
Feelings			
Opinions			
Questions			
Familiar topics			
Appropriate language			
<b>CE2.1.3 Take part in discussion with two or more people.</b>			
Familiar situation			
Record of discussion			
Record of informal exchange <i>(if necessary)</i>			
<b>CE2.2 – Reading</b> <b>CE2.2.1 Read, understand and obtain</b> information on familiar everyday topics from short <b>straightforward</b> documents.			
Learner/assessor notes included			
	Chronological ✓	Instructional ✓	
Document 1			
Document 2			
Record of reading			
<b>CE2.3 – Writing</b> <b>CE2.3.1 Write a short document to</b> communicate relevant information.			
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 LEVEL 3

## PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	

Evidence required	Insert ✓	Page Ref	Assessor Comments
<b>CE3.1 - Speaking and Listening</b>			
<b>CE3.1.1 Understand and respond</b> to spoken language in a face-to-face situation.			
<b>CE3.1.2 Speak to communicate</b>			
Information			
Feelings			
Opinions			
Questions			
Familiar topics			
Appropriate language			
<b>CE3.1.3 Take part in discussion with two or more people.</b>			
Familiar situation			
Record of discussion			
Record of informal exchange (if necessary)			
<b>CE3.2 – Reading</b>			
<b>CE3.2.1 Read, understand and obtain</b> information independently from short straightforward documents on <b>familiar topics</b> .			
Learner/assessor notes included			
	Image ✓	Image ✓	
Document 1			
Document 2			
Record of reading			
<b>CE3.3 – Writing</b>			
<b>CE3.3.1 Write a short document</b> 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:	