

Essential Skills Wales

Essential Employability Skills (EES)

Level 2 Controlled Task

Assessment Pack

Charity Fundraising

Sample 1.1

Valid for use until *(Not applicable)*

Candidate name:
Candidate number:
Date registered for EDLS:
Unique Learner Number (ULN) <i>(if applicable)</i> :
Centre name <i>or</i> number:
Supervisor name:
Assessor name:
Internal Quality Assurer name:

Instructions

The candidate has up to **5 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded on the candidate pack and a summary recorded below:

Date controlled task started :
Date controlled task completed <i>(no more than eight weeks later)</i> :
Total time spent:

Produced jointly by the four Essential Skills awarding bodies:

Agored Cymru
City & Guilds
Pearson
WJEC

The logo for Pearson, consisting of the word "PEARSON" in white, uppercase, sans-serif font, centered within a solid black rectangular background.

1. Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite Qualification Handbook**.

Controlled task assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:

- internally assessed, by appropriately qualified staff, using the Mark Scheme provided. Please see section 2.2 of the **Qualification Handbook** for details of staff qualification.
- internally quality assured, by appropriately qualified staff.
- externally quality assured/moderated by Pearson
- compliant with **Controlled Task Conditions**.

Controlled task conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed. Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task.

Working period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances. Please see section 4.3 of the **Qualification Handbook** for further information.

Working time

The candidate has up to **5 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the **Qualification Handbook** for further information.

The candidate is allowed research time when working on Part 1 of the Controlled Task and must be carried out under controlled conditions. This must only be used for this part of the Controlled Task. The research time must be recorded on the front of the Candidate Pack.

Supervised conditions

This controlled task must be completed under the following supervised conditions:

- This task is an ‘open book’ assessment. Candidates may have access to routine resources that might be available in a ‘real life’ situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor so long as they are not designed *specifically* to assist with this assessment and do not compromise independent achievement of the standard. The candidate can access the Internet using supervised facilities.
- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal ‘examination’ conditions.
- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate’s tutor and/or assessor or another suitable person.
- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate’s papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.
- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the **Candidate Pack**. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

Assistance and access arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period however this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the **Qualification Handbook** for further information on access arrangements.

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Second and subsequent attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the Pearson pre-approved bank or a centre devised assessment that has been approved by Pearson) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

Collaboration

This controlled task requires the candidate to work as part of a group for some activities.

3. Assessment records

Essential Employability Skills at Level 2

Task title/topic: Charity Fundraising

Ref	The candidate has:	Marking Guidance	Marks available	Marks awarded	Assessor comments
CP2.1	<p>Part 1 - Identify:</p> <p>Discussed and identified the main purpose, underlying issues and what they need to do to complete the given task</p>	<p>1 mark: main purpose identified on their own</p> <p>1 mark: briefly describes at least two underlying issues on their own</p> <p>1 mark: identifies what needs to be done to complete the task</p>	<p>1</p> <p>1</p> <p>1</p>		
CI2.1	<p>Part 2 - Generate:</p> <p>Generated ideas about the best ways to approach the task</p>	<p>2 marks: at least three relevant ideas</p> <p>OR</p> <p>1 mark: two relevant ideas given</p>	2		
CI2.1	Brought together these ideas and identified creative approaches that could be used to develop the ideas further	1 mark: creative approach identified that could develop at least one idea	1		
CP2.2	Described and compared at least two different decision making techniques	<p>1 mark: at least two different decision making techniques described</p> <p>1 mark: comparison between two or more decision making techniques has occurred, as part of a team</p>	<p>1</p> <p>1</p>		
CP2.3	Selected an effective decision making technique to use in this task	1 mark: a decision making technique is chosen	1		

P2.1	Explained their own personal strengths, skills and attitudes	2 marks: 1 mark per strength, skill or attitude explained (maximum 2 marks awarded)	2		
PO2.2	Negotiated and agreed appropriate roles and responsibilities for all team members	1 mark: negotiated and agreed appropriate roles for each team member	1		
		1 mark: negotiated and agreed appropriate responsibilities for each team member	1		
P2.2	<p>Part 5 - Carry out the Plan:</p> <p>Used the plan to carry out the responsibilities of their assigned role by applying effective personal and team working skills where appropriate to the task e.g.:</p> <ul style="list-style-type: none"> • collaboration • commitment • taking responsibility • relationship management • managing conflict • resilience. <p>(accept any valid example personal or team working skill not on the above list)</p>	<p>1 mark: 1 personal skill has been applied</p> <p>1 mark: 1 team working skill has been applied</p> <p>1 mark: an additional personal and/or team working skill has been applied</p>	1	1	1
P2.2	<p>Part 6 - Present:</p> <p>Used an appropriate method to present their work in an organised way</p>	1 mark: work of the team presented in an organised way	1		

Part Number	CP	CI	PO	P
1 - Identify	/3			
2 - Generate	/3	/3		
3 - Refine	/1	/5		
4 - Planning			/11	/2
5- Carry out the Plan				/3
5 - Present				/1
Totals				
Max available (min needed to pass)	7 (5)	8 (6)	11 (8)	6 (4)
Pass (Y/N)				

Structured Discussion Record: Charity Fundraising

Guidance:

- Preparatory notes (verbal or written) should be submitted as supporting evidence
- All elements should be attempted by the candidate
- Assessors should ensure that each candidate has the opportunity to demonstrate the required knowledge.

Date of discussion _____

Length of discussion _____

Group members if applicable (max of 4)

Confirm that the candidate:	Pass	Comments and examples to show how the candidate met the criteria:
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Confirm that the candidate:	Pass	Comments and examples to show how the candidate met the criteria:
<p>Understood critical thinking and problem solving skills used during the task by:</p> <p>Either</p> <p><i>Reflecting on and reviewing the information gathered, the decisions made and the outcome of the task.</i></p> <p>Or</p> <p><i>Describing strengths and weaknesses of the decisions made during the task.</i></p>		
<p>Understood the planning and organisation skills used during the task by:</p> <p>Either</p> <p><i>Reflecting on and reviewed the planning and organisation skills used during the task.</i></p> <p>Or</p> <p><i>Describing strengths and weaknesses of the planning and organisation skills used during the task.</i></p>		
<p>Understand the creative processes used during a task by:</p> <p>Either</p> <p><i>Evaluating the creative processes used during the task.</i></p> <p>Or</p> <p><i>Critically reflecting on what went well and suggesting improvements.</i></p>		

Confirm that the candidate:	Pass	Comments and examples to show how the candidate met the criteria:
<p>Understand the personal and team working skills used during a task by:</p> <p>Both</p> <p><i>Reviewing the personal and team working skills used during the task.</i></p> <p>And</p> <p><i>Evaluating own contribution to the task and the overall team performance.</i></p>		

Quality Assurance: Structured Discussion	
Assessor:	
Name: _____	
Signature: _____	Date: _____
Internal Verifier:	
Feedback:	
Name: _____	
Signature: _____	Date: _____