

# Key Skills Qualification 20\_\_

## KEY SKILLS RECORD OF ASSESSMENT



Centre Name: \_\_\_\_\_ Centre Number: 

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Candidate Name: \_\_\_\_\_ Candidate Number: 

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Key Skills Unit: **Communication** Key Skills Level: **1**

### Component C1.3 Write 2 different types of document.

	Document 1	Document 2
Document type		
Subject and Purpose of Document		
Location of Evidence		

Did the Candidate:	Yes / No	Comments and Examples
C1.3.1 Present relevant information in a format that suited their purpose	Doc 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Doc 2 <input type="checkbox"/> Yes <input type="checkbox"/> No	
C1.3.2 Make sure that the spelling, punctuation and grammar were accurate	Doc 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Doc 2 <input type="checkbox"/> Yes <input type="checkbox"/> No	
C1.3.3 Make their meaning clear	Doc 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Doc 2 <input type="checkbox"/> Yes <input type="checkbox"/> No	
Use image* effectively to help the reader understand the points they are making	Doc 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Doc 2 <input type="checkbox"/> Yes <input type="checkbox"/> No	

*\*Image must be used effectively at least once at this level to meet the standard.*

**ASSESSOR'S DECLARATION:** I confirm that the details above are correct and that the evidence submitted is the candidate's own work and the candidate meets all requirements for certification for this Key Skill.

Assessor's Name: \_\_\_\_\_ Candidate's name: \_\_\_\_\_

Assessor's Signature: \_\_\_\_\_ Candidate's signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_