

Centre Name: _____ Centre Number:

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Candidate Name: _____ Candidate Number:

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Key Skills Unit: **Communication** Key Skills Level: **2**

Component C2.1 a Take part in a group discussion.

Additional Evidence Included:

Location of Evidence:

Subject and Purpose of Discussion:

Did the Candidate:	Yes / No	Examples of HOW the candidate did this
C2.1a.1 Make clear and relevant contributions in a way that suited their purpose and situation	<input type="checkbox"/> <input type="checkbox"/>	
C2.1a.2 Respond appropriately to others	<input type="checkbox"/> <input type="checkbox"/>	
C2.1a.3 Help to move the discussion forward	<input type="checkbox"/> <input type="checkbox"/>	
Use image* effectively to convey information in their discussion	<input type="checkbox"/> <input type="checkbox"/>	

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

Has this portfolio been part of the Internal Moderation Process?

Yes	
No	

Signed: _____

Teachers/Assessors centres and candidates should note that CCEA may use extracts from portfolios on an anonymous basis in educational presentations, material and products.

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: _____