

# 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: **2**

**Component C2.2 Read and summarise information from at least 2 documents about the same subject. Each document must be a minimum of 500 words long.**

<b>Material Read:</b>	
<b>Document 1:</b>	<b>Evidence Included:</b>
<b>Document 2:</b>	<b>Location of Evidence:</b>

Did the Candidate:	Yes / No	Comments and Examples
C2.2.1 Select and read relevant documents	<input type="checkbox"/> <input type="checkbox"/>	
C2.2.2 Identify accurately the main points, ideas and lines of reasoning	<input type="checkbox"/> <input type="checkbox"/>	
C2.2.3 Summarise information to suit their purpose	<input type="checkbox"/> <input type="checkbox"/>	
Use image* effectively to obtain information	<input type="checkbox"/> <input type="checkbox"/>	

*\*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: \_\_\_\_\_