

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

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

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Key Skills Unit: **Communication** Key Skills Level: **3**

**Component C3.1a Take part in a group discussion.**

Additional Evidence Included:

Location of Evidence:

Subject and Purpose of Discussion:

Did the Candidate:	Yes / No	Comments and Examples
C3.1a.1 Make clear and relevant contributions in a way that suited their purpose and situation	<input type="checkbox"/> <input type="checkbox"/>	
C3.1a.2 Respond sensitively to others, and develop points and ideas	<input type="checkbox"/> <input type="checkbox"/>	
C3.1a.3 Encourage others to contribute	<input type="checkbox"/> <input type="checkbox"/>	
Use image* effectively to convey information	<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		<b>Signed:</b>
No		

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: \_\_\_\_\_