

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: **3**

Component C3.3 Write two different types of documents, each one giving different information about complex subjects. One document must be at least 1000 words long.

	Document 1 1000 words <input type="checkbox"/>	Document 2 1000 words <input type="checkbox"/>
Document type		
Subject and Purpose of Document		
Location of Evidence		

Did the Candidate:	Yes / No	Comments and Examples
C3.3.1 Select and use a format and style of writing that was appropriate to their purpose and complexity of the subject matter	Doc 1 <input type="checkbox"/> <input type="checkbox"/>	
	Doc 2 <input type="checkbox"/> <input type="checkbox"/>	
C3.3.2 Organise material coherently to suit the length, complexity and purpose of their document	Doc 1 <input type="checkbox"/> <input type="checkbox"/>	
	Doc 2 <input type="checkbox"/> <input type="checkbox"/>	
C3.3.3 Spell, punctuate and use grammar accurately	Doc 1 <input type="checkbox"/> <input type="checkbox"/>	
	Doc 2 <input type="checkbox"/> <input type="checkbox"/>	
C3.3.4 Make their meaning clear	Doc 1 <input type="checkbox"/> <input type="checkbox"/>	
	Doc 2 <input type="checkbox"/> <input type="checkbox"/>	
Use image either to obtain information or convey information	<input type="checkbox"/> <input type="checkbox"/>	

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: _____