

**ASSESSMENT
MATERIAL****EVIDENCE
GUIDE****Qualification**

LEN0101.v1

Level: 1

Credit: 5

Version: 1

**LEN0101D.v1 Apply basic reading,
writing and speaking skills in English in
different life contexts****CONTENTS**

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

**ASSESSMENT AND
ASSESSOR
DETAILS**

Competent

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor Name:

Assessor Code

Assessor Signature

Date

DD		MM		YYYY					

**CANDIDATE
DETAILS**

Candidate Name:

First Name

Last Name

Father Name

Institute Name and
District

CNIC/BFORM #

OR

Registration Number:

Gender

Male

☐

Female

☐

Candidate Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate Signature:

**ASSESSMENT
RESULTS
SUMMARY FORM**You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTTC**

NAVTTTC OFFICE ONLY

1. DATE
FORM

RECEIVED:

DD		MM		YYYY					

2. DATE ENTERED INTO
DATABASE:

DD		MM		YYYY					

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ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:					FATHER NAME:		
ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: APPLY BASIC READING, WRITING AND SPEAKING SKILLS IN ENGLISH IN DIFFERENT LIFE CONTEXTS	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: ✓ Read texts used in different contexts ✓ Write texts for different contexts ✓ Apply speaking and listening skills		
Other Requirements	✓	✓	✓	✓	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Any work completed as course assignments on writing texts for different contexts - Completed work forms		

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CANDIDATE ASSESSMENT

Candidate Name:

Father Name:

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- ✓ Read texts used in different contexts
- ✓ Write texts for different contexts
- ✓ Apply speaking and listening skills

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: • Reading texts used in different contexts: ✓ Purpose of texts ✓ Main ideas and/or key procedures in the texts ✓ Meaning of key words and phrases in the texts • Writing texts for different contexts: ✓ Use of clear and simple English with correct spelling, punctuation, and use of grammar ✓ Planning, drafting and editing processes ✓ Use of correct and coherent sequence and structure of information and/or ideas • Applying speaking and listening skills: ✓ Expression of opinions on the text or on its subject matter clearly and simply ✓ Interpretation of key points ✓ Convey information clearly and concisely ✓ Effective speaking and listening skills
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments on writing texts for different contexts • Completed work forms • Completed job cards

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ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

ORAL QUESTIONING MAY BE USED TO CLARIFY CANDIDATE UNDERSTANDING OF THE TOPIC AND ITS APPLICATION.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:			
	• Reading texts used in different contexts:			
	✓ Purpose of texts			
	✓ Main ideas and/or key procedures in the texts			
	✓ Meaning of key words and phrases in the texts			
	• Writing texts for different contexts:			
	✓ Use of clear and simple English with correct spelling, punctuation, and use of grammar			
	✓ Planning, drafting and editing processes			
	✓ Use of correct and coherent sequence and structure of information and/or ideas			
	• Applying speaking and listening skills:			
	✓ Expression of opinions on the text or on its subject matter clearly and simply			
	✓ Interpretation of key points			
	✓ Convey information clearly and concisely			
	✓ Effective speaking and listening skills			
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ○ Observations ○ Demonstrations ○ Questions and recorded answers • Any work completed as course assignments on writing texts for different contexts • Completed work forms • Completed job cards			

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LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knowledge assessment environment

2. List of consumable items required		
S. No	Consumable and non-consumable Items	Quantity
1	A 4 Papers	05 each
2	Led Pencil's	05 each
3	Eraser	05 each
4	Sharpener	05 each
5	Ruler	05 each
6	Highlighter	05 each