



ASSESSMENT MATERIAL EVIDENCE GUIDE Qualification LEN0101.v1 Level: 1 Credit: 4 Version: 1	LEN0101D.v1 Apply basic reading, writing and speaking skills in English in different life contexts																											
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ASSESSMENT AND ASSESSOR DETAILS	<table><tr><td>Competent</td><td>☐</td><td>Not Yet Competent</td><td>☐</td></tr><tr><td>Assessment</td><td>☐</td><td>Re-Assessment</td><td>☐</td></tr><tr><td>Assessor Name:</td><td colspan="3">Assessor Code</td></tr><tr><td>Assessor Signature</td><td colspan="3">Date</td></tr><tr><td></td><td></td><td>DD</td><td>MM</td></tr><tr><td></td><td></td><td>YYYY</td><td></td></tr></table>	Competent	☐	Not Yet Competent	☐	Assessment	☐	Re-Assessment	☐	Assessor Name:	Assessor Code			Assessor Signature	Date					DD	MM			YYYY				
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ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTTC																											
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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 Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate