



Ascentis Level 1 Award in Reading  
Ascentis Level 1 Award in Writing  
Ascentis Level 1 Award in English Skills  
Ascentis Level 1 Extended Award in English Skills  
Ascentis Level 1 Certificate in English Skills  
Ascentis Level 1 Award in Grammar & Punctuation  
Ascentis Level 1 Award in Receiving & Responding to Information  
Ascentis Level 1 Award in Speaking  
Ascentis Level 1 Award in Spelling

## Specification

**Ofqual Number** (See page 4 of the specification)

Ofqual Start Date	01/02/2013
Ofqual Review Date	31/07/2020
Ofqual Certification Review Date	31/07/2021

## ABOUT ASCENTIS

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Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

**Ascentis** is distinctive and unusual in that it is both

- **An Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual)

and

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

## ASCENTIS CONTACT DETAILS

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# ASCENTIS LEVEL 1 AWARDS IN ENGLISH SKILLS

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## Introduction

This level 1 suite of Awards in aspects of English is aimed at adults and young people who wish to improve their English Skills. The Awards are intended to aid progression, either to further study through English

Functional Skills or GCSE English qualifications. The individual stand-alone units have been mapped to the Adult Literacy Core Curriculum. A Level 1 Certificate in English is also available. This is suitable for those who wish to improve all aspects of their English Skills.

There are several features of these qualifications that make them very appropriate for their target learners

- Small award sized qualifications are available as well as unit certificates
- Relatively short units, each of 20/30 guided learning hours – bite-sized learning
- Can be delivered either as a classroom based course or as a blended learning programme
- Assessed by completion of Ascentis designed assessment – no portfolio of evidence required
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres

## Aims

The aims of the suite of qualifications are to enable learners

- 1 To gain underpinning grammar, punctuation and spelling skills
- 2 To develop their reading and/or writing skills
- 3 To improve their communication skills in speaking, receiving and responding to information
- 4 To prepare for completion of the Functional Skills in English at Level 2 or GCSE English
- 5 To develop the skills required to move into the world of work or work-based learning

## Target Group

These qualifications are aimed at a range of learners, including

- Adults who wish to develop and demonstrate their skills in English
- Young people aged 14-19 who wish to develop and demonstrate their skills in some aspects of English Language.

## Ofqual Qualification Numbers

Ascentis Level 1 Award in English Skills	601/3857/9
Ascentis Level 1 Extended Award in English Skills	601/3856/7
Ascentis Level 1 Award in English – Reading	600/7688/4
Ascentis Level 1 Award in English – Writing	600/7703/7
Ascentis Level 1 Certificate in English Skills	600/8181/8
Ascentis Level 1 Award in English – Grammar & Punctuation	600/7792/X
Ascentis Level 1 Award in English – Receiving & Responding to Information	600/7702/5
Ascentis Level 1 Award in English – Speaking	600/7687/2
Ascentis Level 1 Award in English – Spelling	600/7899/6

## Rationale for the Rules of Combination

Learners must complete one unit for each Award in Reading and Writing. Learners may achieve a 4 credit Award or a 6 credit Extended Award by combining any of the units below. Certification is given for achieving a pass in the Ascentis designed assessments.

Learners who achieve all six units may choose to claim a Level 1 Certificate in English Skills.

## Rules of Combination

Ascentis Level 1 Award in English – Reading				
Title	Level	Credit Value	GLH	Unit ref
Reading	1	3	30	H/504/5757

Ascentis Level 1 Award in English – Writing				
Title	Level	Credit Value	GLH	Unit ref
Writing	1	3	30	H/504/5760

Ascentis Level 1 Award in English Skills				
				Minimum credits: 4 Maximum credits: 5
Learners may choose 2 optional units from the units below				
Title	Level	Credit Value	GLH	Unit ref
Spelling	1	2	20	K/504/6568
Grammar and Punctuation	1	2	20	J/504/5752
Reading	1	3	30	H/504/5757
Writing	1	3	30	H/504/5760
Receiving and Responding to Information	1	2	20	M/504/5776
Speaking	1	2	20	D/504/5773

Ascentis Level 1 Extended Award in English Skills				
				Minimum credits: 6 Maximum credits: 12
Learners may choose 3 optional units from the units below				
Title	Level	Credit Value	GLH	Unit ref
Spelling	1	2	20	K/504/6568
Grammar and Punctuation	1	2	20	J/504/5752
Reading	1	3	30	H/504/5757
Writing	1	3	30	H/504/5760
Receiving and Responding to Information	1	2	20	M/504/5776
Speaking	1	2	20	D/504/5773

## Ascentis Level 1 Certificate in English Skills

Credits:14

Title	Level	Credit Value	GLH	Unit ref
Spelling	1	2	20	K/504/6568
Grammar and Punctuation	1	2	20	J/504/5752
Reading	1	3	30	H/504/5757
Writing	1	3	30	H/504/5760
Receiving and Responding to Information	1	2	20	M/504/5776
Speaking	1	2	20	D/504/5773

Unit certification is available for any unit.

### Recommended Guided Learning Hours

The recommended guided learning hours for the Award are 40, for the Extended Award 60, for Reading 30, for Writing 30, for Grammar & Punctuation 20, for Receiving & Responding to Information 20, for Speaking 20, for Spelling 20 and for the Certificate 140.

### Total Qualification Time

The total qualification time for the Award is 40, for the Extended Award 60, for Reading 30, for Writing 30, for Grammar & Punctuation is 20, for Receiving & Responding to Information is 20, for Speaking is 20, for Spelling is 20 and for the Certificate 140.

### Recommended Prior Knowledge, Attainment and/or Experience

Learners should be able to evidence a level of English skill to at least Entry Level 3 prior to starting to study the stand-alone qualifications.

### Age Range of Qualification

These qualifications are suitable for young people aged 14 – 19 and adult learners.

### Opportunities for Progression

These qualifications offer

- The opportunity to move towards English Functional Skills at level 2 or GCSE English
- Evidence of achievement for learners moving into the world of work or work-based learning

### Mapping/Relationship to National Occupational Standards

These qualifications are mapped to the Adult Literacy Core Curriculum. This can be viewed at: <http://www.excellencegateway.org.uk/sflcurriculum>

### Opportunities for the development of Functional Skills

Opportunities for the development of Functional Skills are shown in Appendix 2.

## Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at [www.ascentis.co.uk](http://www.ascentis.co.uk).

## Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at [www.ascentis.co.uk](http://www.ascentis.co.uk).

## Registration

All learners **MUST** be registered electronically via the Ascentis electronic registration portal prior to the intended assessment date.

## Status in England, Wales and Northern Ireland

This qualification is available in England, Wales and Northern Ireland. It is only offered in English. If a centre based overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Ascentis.

## Reasonable Adjustments and Special Considerations

In the development of these qualifications, Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement. For learners with particular requirements reasonable adjustments may be made in order that they can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any learner suffering illness, injury or indisposition. Full details of the reasonable adjustments and special considerations are available from the Resources/Key Documents area of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk) or through contacting the Ascentis office.

## Inclusive Statements

These qualifications are intended to be as inclusive as possible to a wide range of learners without affecting the integrity of the qualification. This includes

### Speaking, Receiving and Responding

- The speaking, receiving and responding components may be assessed using sign language e.g. British Sign Language, sign-supported English, where this is the learner's normal method of working
- Can include access to augmentative speech equipment and such software as constitutes the learner's normal way of working
- Does not depend on the use of written language or requires the individual/s with whom the learner is communicating to be able to read

### Reading

- Text is defined as materials that include the use of words that are written, printed, on screen or presented using Braille
- As a reasonable adjustment, learners who are classed as disabled under the terms of the Disability Discrimination Act (DDA) and use assistive technology as their normal way of reading can demonstrate that they are able to independently meet the requirements of the reading standards through use of screen reader software
- A human reader cannot be used to demonstrate the requirements of the standards for reading as this does not meet the requirement for independence

## Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the Ofqual *General Conditions of Recognition*. Full details of this procedure, including how to make an application, are available from the Resources/Key Documents area of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk) or through contacting the Ascentis office.

## ASSESSMENT ARRANGEMENTS

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### Assessment

Each unit is assessed through an assessment to be taken under supervised conditions. Guide times are provided for each assessment. The assessment is internally assessed and verified by the centre and then externally verified by Ascentis.

The learner will evidence achievement of all the Assessment Criteria for each unit by completing the Ascentis-designed assessment for that unit. Once a learner has all the evidence for an Award or the Certificate, the assessor is required to complete the Summary Record of Achievement for each learner. The Summary Record of Achievement form is provided in Appendix 1.

Centres are required to retain all evidence from all learners for external verification and for 4 weeks afterwards should any appeal be made. The work should be kept in the centre under secure conditions.

### Ascentis Designed Assessments

Each Level 1 Award is assessed through Ascentis designed assessments. These must be conducted in centres under supervised conditions.

The assessments are available to download in the secure examinations section of Ascentis' on-line portal. Once a centre has received qualification approval, access to the assessments will be given to the Examination Officer within the centre. The assessments need to be stored in secure conditions. Three sets of live assessments will be made available. Learners may sit the assessment three times.

Each assessment has an accompanying mark scheme that shows the evidence required to demonstrate that each assessment criterion within a unit of assessment has been met. In order to achieve each unit the learner must meet all the learning outcomes and assessment criteria of the unit.

Dictionaries are allowed in the Reading and Writing assessments only. Dictionaries should be monolingual. Either a paper dictionary or an electronic standalone dictionary with no other functions should be used. Dictionaries on phones, tablets or other electronic devices are not allowed. Dictionaries are not allowed in any other assessment.

## VERIFICATION ARRANGEMENTS

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### Internal Verification

Internal Verification is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards. Internal Verification will be carried out through standardisation activities across all the groups of students, to include all the assessors and the full range of units. It is the responsibility of Internal Verifiers to ensure that assessors' decisions are sampled and monitored throughout the qualification to ensure consistency and fairness. Internal Verifiers are also responsible for supporting assessors by offering advice and guidance. Further information is available from the Resources/Key area of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk) or through contacting the Ascentis Office.

Ascentis' External Verifiers will confirm the Internal Verification activities at their visit.

### Speaking

The Speaking assessments need to be completed under supervised conditions. The person supervising the assessment can also assess the performance of each learner. The assessor may be the learner's own tutor. Speaking assessments at all levels involve working with others in order to meet the skill standards. However assessors must ensure they assess individual performance. There may be occasions when the performance of other learners within a group may adversely affect another learner's ability to meet the skill standards. In these situations the assessor needs to intervene to ensure the candidate is not disadvantaged. Any assessor support given to learners during the assessment must be clearly documented for each learner using the Learner Assessment Record, which is provided in Appendix 4. It is recommended that centres make an audio or video recording as evidence for all learners. This will enable External Verifiers to confirm the appropriate application of the mark scheme. A record of the outcomes of the speaking assessment must be made. Centres should submit the following when requesting external verification

- Learners Assessment Record (Appendix 3) - detailing the learner's performance.
- Attendance list
- One copy of Assessment guidance and Mark Scheme for the assessment used

Speaking assessments at all levels can be completed at any time.

### External Verification

In order to support the roll-on, roll-off nature of this provision, which is likely to be offered over short time scales, Ascentis will offer a flexible approach to External Verification. This will include verification by post.

Recognised centres will be visited in accordance with a verification model that is considered most appropriate for the provision. More frequent verifications can be requested from the Ascentis Quality Assurance team, for which there is usually an additional charge. External verification will usually focus on the following areas:

- A review of the centre's management of the regulated provision
- The levels of resources to support the delivery of the qualification, including both physical resources and staffing
- Ensuring the centre is using appropriate assessment methods and making appropriate assessment decisions according to Ascentis' requirements
- Ensuring the centre has appropriate internal quality assurance arrangements as outlined within the relevant qualification specification
- Checking that the centre is using appropriate administrative arrangements to support the function of delivery and assessment

External Verifiers will usually do this through discussion with the centre management team; assessment and Internal Quality Assurance staff; verifying a sample of learners' evidence; talking to learners, reviewing relevant centre documentation and systems.

### **Knowledge, Understanding and Skills required of Assessors and Internal Verifiers**

Assessors and those delivering these qualifications should be knowledgeable and competent within the areas of English and Literacy in which they are making assessment decisions/delivering these qualifications.

Centres are responsible for ensuring that all staff involved in the delivery of the qualification are appropriately qualified. Ascentis will not be held responsible for any issues that relate to centre staffing which could impact on the successful delivery, assessment and internal quality assurance of our qualifications.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification. Assessors must be able to make appropriate assessment decisions. Internal Quality Assurers need to have knowledge and experience of the internal quality assurance processes.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery, assessment and internal verification of Ascentis qualifications.

Ascentis offers free support for centres. Further information on the support that is available can be found on Quartz Web or the Ascentis website.

## UNIT SPECIFICATIONS

### Spelling

Credit Value of Unit 2

GLH of Unit 20

Level of Unit 1

#### Introduction

In this unit learners will develop a sound grasp of basic language patterns. They will be able to spell words with regular and irregular spelling patterns, and will be able to check for and correct errors in text.

This unit maps to the Adult Literacy Core Curriculum in the following areas  
Rs/L1.3, WW/L1.1

Learning Outcomes		Assessment Criteria	
The learner will be able to		The learner can	
1	Understand basic language patterns	1.1	Identify homophones and their effect
		1.2	Use elements which can alter/ clarify meaning: <ul style="list-style-type: none"> <li>▪ word roots</li> <li>▪ common prefixes</li> <li>▪ common suffixes</li> </ul>
2	Spell words with regular and irregular spelling patterns	2.1	Spell two syllable words with double consonants
		2.2	Understand spelling patterns in plural words
		2.3	Spell irregular verb forms
3	Recognise and correct errors in text	3.1	Check text for errors
		3.2	Correct errors in text

#### Indicative Content

**Homophones** - e.g. where/wear, they're/their/there, bow/bough, through/threw

**Word roots** – e.g. ‘port’ – to carry, thus ‘transport’; ‘fix’ to attach, thus ‘prefix’ and ‘suffix’

**Prefixes** - e.g. re/pre/ad/un/ante/anti/ auto/post/dis/bi

**Suffixes** – e.g. al/ary/ship/ness/ible/able/tion/sion

**Common plurals** e.g. add -es to most words – church/churches, y after a vowel –add s key/s

**Irregular plurals** e.g. y after consonant – add ies lady /ladies, change f to v – knife/ves, thief/ thieves

**Spelling strategies** such as personal learning patterns, dictionaries, discussion.

# UNIT SPECIFICATIONS

## Grammar and Punctuation

Credit Value of Unit 2

GLH of Unit 20

Level of Unit 1

### Introduction

In this unit learners will learn how language works. They will be able to construct grammatically correct sentences and know how punctuation can affect /alter meaning. They will be able to recognise and correct errors related to grammar, punctuation and spelling.

Mapped to Adult Literacy Core Curriculum in the following areas  
Ws/L1.1, Ws/L1.2, Ws/L1.3, Rs/L1.2

Learning Outcomes		Assessment Criteria
The learner will be able to		The learner can
1	Understand how sentences are constructed	1.1 Write sentences with subject, object and verb.
		1.2 Expand simple sentences into compound sentences.
		1.3 Use correct subject-verb agreement
2	Use punctuation to aid meaning	2.1 Punctuate sentences so that meaning is clear
		2.2 Use omissive apostrophe to alter formality
		2.3 Use grammatical marks to clarify meaning: <ul style="list-style-type: none"> <li>▪ Brackets/dashes</li> <li>▪ colons</li> </ul>
3	Correct errors in text	3.1 Correct errors in verb-tense agreement.
		3.2 Correct errors in words with common spelling patterns
		3.3 Correct punctuation to clarify text.

### Indicative Content

#### Simple sentences.

Contains subject and verb and is a single complete thought or action.

#### Compound sentences

Two or more clauses joined by a conjunction. To expand a simple sentence to a compound – add second, related clause, use punctuation and conjunction.

#### Use correct spelling and grammar.

Learners should be able to write at least five complete sentences using correct tense and verb-noun agreement.

Paragraphing should aid structure and meaning of writing.

Spelling errors in basic, familiar words should not detract from the overall meaning.

## UNIT SPECIFICATIONS

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### Reading

**Credit Value of Unit 3**

**GLH of Unit 30**

**Level of Unit 1**

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#### Introduction

In this unit learners will learn how to read and obtain information from a variety of sources. They will be able to use this information to show understanding of the texts and to discuss ideas and responses.

Mapped to Adult Core Curriculum in the following areas

Rt/L1.1, Rt/L1.2, Rt/L1.3, Rt/L1.4, Rt/L1.5, Rw/L1.1

Learning Outcomes		Assessment Criteria	
The learner will be able to		The learner can	
1	Read and understand a variety of texts	1.1	Extract the main events, in continuous, descriptive, explanatory and persuasive texts.
		1.2	Extract detail and inferred meaning from texts
2	Understand that language and structure affect purpose	2.1	Identify the different purposes of written text
		2.2	Identify how language is used to support the purpose of a text
3	Respond to the main points and ideas in a text	3.1	Identify specific points and arguments in a text
		3.2	Show how these are presented
		3.3	Respond to information from the text
4	Show familiarity with the strategies required to understand texts	4.1	Use organisational features to locate information
		4.2	Use secondary sources to assist in understanding meaning

#### Indicative Content

**Variety of texts.** These could be newspapers, advertisements, leaflets, webpages or blogs.

**Different purposes.** Will include to advertise, persuade, describe or explain.

Language **to support the purpose** of the text e.g. adverbs help description, persuasion for adverts etc.

**Respond to information.** Give an opinion on information from the text.

**Organisational features.** To include

- Visual cues/ alphabetical order
- Headings/ sub-headings
- Bullets / web links /underlinings

**Secondary sources.** Dictionaries / images.

## UNIT SPECIFICATIONS

### Writing

Credit Value of Unit 3

GLH of Unit 30

Level of Unit 1

#### Introduction

In this unit learners will learn how to write in a variety of styles for different audiences and purposes. They will learn the skills needed to write accurately and to make decisions about the structure and format of a written response. They will be able to check text for errors and then revise work accordingly, producing a final legible draft.

Mapped to Adult Literacy Core Curriculum in the following areas  
Wt/L1.1, Wt/L1.2, Wt/L1.3, Wt/L1.4, Wt/L1.5, Wt/L1.6, Ww/L1.2

Learning Outcomes		Assessment Criteria	
The learner will be able to		The learner can	
1	Use appropriate language in response to purpose and audience	1.1	Choose a suitable style for purpose and audience of a text
		1.2	Select different writing tones as required
		1.3	Judge the length and detail required
2	Know how to format and structure a response based on purpose	2.1	Use a range of formats linked to different purposes
		2.2	Select relevant information to suit the purpose
		2.3	Organise and structure information
3	Know how to plan written work	3.1	Outline a plan for writing listing key points
		3.2	Write a rough draft based on the plan
4	Proof read and revise text	4.1	Proof read and revise writing
		4.2	Produce final legible draft

Indicative Content	
<b>Style</b>	Learners should be able to vary the style of their language based on the information given. They should base this on whether the aim of the piece is to inform, persuade or entertain.
<b>Writing tones</b>	Learners should be able to select an appropriate writing tone to suit the purpose <ul style="list-style-type: none"> <li>▪ Formal / informal</li> <li>▪ Personal/ impersonal</li> <li>▪ Friendly / reserved</li> <li>▪ Serious / humorous</li> <li>▪ Subjective / objective</li> </ul>
<b>Writing formats</b>	Learners should be able to identify the correct format to suit the purpose of the writing, e.g. letters, emails, narrative, diary, blog.
<b>Organise and structure</b>	This may be paragraphing or some other form of organisation, e.g. bullets, dates, headings.
<b>Plan a draft</b>	Learners should be able to show evidence of planning by organising and structuring the main points of a written task.
<b>Proof read and revise</b>	Evidenced by production of a draft.

## UNIT SPECIFICATIONS

### Speaking

Credit Value of Unit 2

GLH of Unit 20

Level of Unit 1

#### Introduction

In this unit learners will learn how to communicate with others in a range of situations and demonstrate the skills required to engage in discussion.

Mapped to Adult Literacy Core Curriculum in the following areas

SLc/L1.1, SLc/L1.2, SLc/L1.3

Learning Outcomes		Assessment Criteria
The learner will be able to		The learner can
1	Communicate with others	1.1 Use formal/informal language according to the situation
		1.2 Express clearly facts, explanations, instructions, accounts and descriptions
		1.3 Make requests and ask questions to obtain information
2	Engage in discussion	2.1 Sustain and influence discussion
		2.2 Respect the turn taking of others
		2.3 Make contributions relevant to the situation and subject
		2.4 Use appropriate phrases for interruption.

#### Indicative Content

##### Formal/informal

Language formality changes by the use of

- Full grammatically correct sentences
- Avoiding the use of contractions, e.g. don't, isn't
- Using conjunctions such as however, nevertheless rather than and or but

##### Turn taking

Effective conversation requires the involvement of all parties involved. Techniques involve

- Formal techniques such as a raised hand, asking a question
- More informal methods such as facial or body gestures (shifting in seat)
- Verbal methods such as 'Er', 'um' 'but'.

**Relevant contributions:** Require pre-planning, effective listening and ensuring understanding.

**Appropriate phrases** – e.g. 'Excuse me', 'I believe', 'Sorry to interrupt', 'Can I just say'.

## UNIT SPECIFICATIONS

### Receiving and Responding

Credit Value of Unit 2

GLH of Unit 20

Level of Unit 1

#### Introduction

In this unit learners will learn how to receive information and respond in an appropriate way. They will be able to ask questions to clarify their understanding and be able to confirm their own and others' understanding.

Mapped to Adult Literacy Core Curriculum in the following areas  
SLIr/L1.1, SLIr/L1.2, SLIr/L1.3, SLIr/L1.4, SLIr/L1.5, SLIr/L1.6

Learning Outcomes		Assessment Criteria	
The learner will be able to		The learner can	
1	Obtain information from others	1.1	Identify relevant information from explanations and presentations on a range of straightforward topics
		1.2	Follow explanations and instructions in a range of contexts
2	Clarify and confirm information	2.1	Use strategies to check their own and others' understanding
		2.2	Give feedback and confirmation when listening to others
3	Contribute and relevantly to conversation	3.1	Demonstrate active communication skills
		3.2	Respond to questions on a range of topics

#### Indicative Content

**Relevant information** will vary depending upon the purpose of the task.

**Strategies to check understanding**, e.g. nodding, 'um', 'say that again'.

**Feedback and confirmation** can be visual or verbal.

Visual – nodding or shaking of head

Verbal – 'So you are saying...' 'I see', 'Go on'.

**Active communication skills**, include

- Keeping adequate eye contact
- Concentration
- Focusing on the speaker.

APPENDIX 1

Summary Record of Achievement  
Level 1 Award/Certificate in English Skills

Learner Name \_\_\_\_\_

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Spelling	1	2			
Grammar and Punctuation	1	2			
Reading	1	3			
Writing	1	3			
Receiving and Responding to Information	1	2			
Speaking	1	2			

Minimum Credit Value of Qualification \_\_\_\_\_

Assessor Signature \_\_\_\_\_

Internal Verifier Signature (if sampled) \_\_\_\_\_

### Functional Skills Opportunities

Learners following a course based on this specification can be offered opportunities to develop and generate evidence of achievement in aspects of English Functional Skills. Examples of such opportunities are given below.

#### English

##### Level 1

Skill Standards	Coverage and range
<p><b>Speaking, listening and communication</b></p> <p>Take full part in formal and informal discussions and exchanges that include unfamiliar subjects</p>	<ul style="list-style-type: none"> <li>▪ Make relevant and extended contributions to discussions, allowing for and responding to others' input</li> <li>▪ Prepare for and contribute to the formal discussion of ideas and opinions</li> <li>▪ Make different kinds of contributions to discussions</li> <li>▪ Present information/points of view clearly and in appropriate language</li> </ul>
<p><b>Reading</b></p> <p>Read and understand a range of straightforward texts</p>	<ul style="list-style-type: none"> <li>▪ Identify the main points and ideas and how they are presented in a variety of texts</li> <li>▪ Read and understand texts in detail</li> <li>▪ Utilise information contained in texts</li> <li>▪ Identify suitable responses to texts in more than one type of text</li> </ul>
<p><b>Writing</b></p> <p>Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience</p>	<ul style="list-style-type: none"> <li>▪ Write clearly and coherently, including an appropriate level of detail</li> <li>▪ Present information in a logical sequence</li> <li>▪ Use language, format and structure suitable for purpose and audience</li> </ul> <p><b>(Weighting: 55-60% of component)</b></p> <ul style="list-style-type: none"> <li>▪ Use correct grammar, including correct and consistent use of tense</li> <li>▪ Ensure written work includes generally accurate punctuation and spelling and that the meaning is clear in more than one type of text</li> </ul> <p><b>(Weighting: 40-45% of component)</b></p>
<p><b>Examples:</b></p>	
<ul style="list-style-type: none"> <li>▪ Each individual unit offers the opportunity to develop the underpinning knowledge for at least one of the coverage and range statements above</li> </ul>	

**Level 1 English – Speaking Learner Assessment Record**

This record should accompany the learner script for each learner completing the Speaking unit. Any notes written by the learner should be attached to the sheet.

Centre Name	Assessment Paper
Learner Name	Date of Birth
Level	ULN (if known)
Describe the learner’s performance in relation to the following criteria	
<b>1.1 Use formal/informal language according to the situation</b>	
Task A	
Task B	
<b>1.2 Express clearly facts, explanations, instructions, accounts and descriptions</b>	
Task A	
Task B	
<b>1.3 Make requests and ask questions to obtain information</b>	
Task A	
Task B	

2.1 Sustain and influence discussion	
Task A	
Task B	
2.2 Respect the turn taking of others	
Task A	
Task B	
2.3 Make contributions relevant to the situation and subject	
Task A	
Task B	
2.4 Use appropriate phrases for interruption	
Task A	
Task B	

Record any support given to the learner before or when carrying out the assessment

Assessor Signature	Date
Internal Verifier Name and Signature	Date
External Verifier Name and Signature	Date