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**Functional Skills**

**Level 1 SLC: Exemplar Centre Devised Assessment**

**Topic: Technology in the Workplace**

**Version 01 2023**

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| Assessment Theme: Technology in the Workplace |
| **Scenario:**  In today's world, we are surrounded by technology everywhere we go, especially when we are working. Think about how technology affects us at work. Is it good or bad? Are we using it too much, and could this be making it hard for us to keep important skills and behaviours that we need? |
| You will need |
| * a pen or a pencil * appropriate note paper |
| Time allowed: 20-30 minutes (with scheduled break) |
| There are two tasks to be completed:   * Task 1 * 1A – Presentation * 1B – Question and Answer * Task 2 – Group Discussion   You will be given 2 hours of preparation time to prepare a presentation of 5-7 minutes.  There will be 3-5 minutes permitted in Task 1B to allow for questions and answers.  If you are completing both tasks in one session then there will be a break of 10 minutes after Task 1B.  10-15 minutes will be scheduled for Task 2 Group Discussion |

Level 1 Functional Skills Qualification in English:

Speaking, Listening and Communicating (SLC)

Task 1A: Presentation (5-7 minutes)

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| Instructions |
| You will be assessed against:   * identifying relevant information from extended explanations or presentations * following narratives and lines of argument * responding effectively to detailed or extended questions and feedback * making requests and asking detailed and pertinent questions to obtain specific information in a range of contexts * communicating information, ideas and opinions clearly and effectively, providing further detail and development if required * expressing opinions and arguments and supporting these with relevant and persuasive evidence * using language that is effective, accurate and appropriate to context and situation * making relevant and constructive contributions to move discussion forward * adapting contributions to discussions to suit audience, purpose and medium * interjecting and redirecting discussions using appropriate language and register. |
| Presentation topics |
| Select an appropriate topic with the assessor from the list.  Topic list:   * How Social Media Can Be Useful at Work * Working from Home: Is It a Good Thing? * Technology: Helping People with Disabilities and Learning Difficulties * Getting Better at Work with Technology * Artificial Intelligence: How It Helps Us at Work. |
| Instructions for end of task |
| After 5-7 minutes the presentation will be brought to a close.  The assessor will inform of you of the next part of the task, in which you will be required to answer questions the audience on your presentation. |

Task 1B: Question and Answer (3-5 minutes)

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| Instructions |
| You will be assessed against:   * identifying relevant information from extended explanations or presentations * following narratives and lines of argument * responding effectively to detailed or extended questions and feedback * making requests and asking detailed and pertinent questions to obtain specific information in a range of contexts * communicating information, ideas and opinions clearly and effectively, providing further detail and development if required * expressing opinions and arguments and supporting these with relevant and persuasive evidence * using language that is effective, accurate and appropriate to context and situation * making relevant and constructive contributions to move discussion forward * adapting contributions to discussions to suit audience, purpose and medium * interjecting and redirecting discussions using appropriate language and register. |
| Question and answer session |
| Once your presentation has finished, you will invite questions from the audience on the topic. You should react and respond accordingly to each question offered by the audience.  During the presentation, all audience members will provide at least one relevant question to ask in this session. Questions are only be asked at the end of the presentation.  The assessor will bring the question and answer session to a close after a maximum of five minutes and the assessor will give a time warning if necessary. |

Task 2: Discussion (10-15 minutes)

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| Instructions |
| You will be assessed against:   * identifying relevant information from extended explanations or presentations * following narratives and lines of argument * responding effectively to detailed or extended questions and feedback * making requests and asking detailed and pertinent questions to obtain specific information in a range of contexts * communicating information, ideas and opinions clearly and effectively, providing further detail and development if required * expressing opinions and arguments and supporting these with relevant and persuasive evidence * using language that is effective, accurate and appropriate to context and situation * making relevant and constructive contributions to move discussion forward * adapting contributions to discussions to suit audience, purpose and medium * interjecting and redirecting discussions using appropriate language and register. |
| Discussion topic |
| **Title**: Discuss the dangers of using technology in the workplace and agree the three biggest dangers that people should be aware of.  **Aim**: The group should aim to reach a consensus about the potential dangers of using technology in the workplace or within their respective areas of study and explore how these dangers could be prevented. They must identify three dangers relevant to their workplace/area. |
| Instructions |
| Following Task 1A and Task 1B, you will be required to take part in a group discussion (identified above). During the discussion, you are required to ask relevant questions and encourage natural conversation to obtain specific, pertinent information and achieve any outlined goals.  Assessors will make limited interventions into the discussion. |