Functional Skills



VQA Functional Skills Qualification in English at Entry Level 3

Learner Assessment Record (LAR)

Version 1.1

Learner name		Full completion date		
Learner number		Remote/F2F	Task 1:	Task 2:
Assessor name		IQA name (if applicable)		
Recognised centre name				
	Learner identification/authentication checked.		Yes/No	
	Suitable assessment environment.		Yes/No	

Overall Assessor Feedback

Assessor decision	
The learner has demonstrated full competence across both assessment tasks.	Yes (Pass)
The learner has not demonstrated full competence in consideration of both assessment tasks. See individual task feedback for more information.	No (Fail)

Assessor declaration			
I confirm the assessment was administered under the *TQUK Functional Skills Qualifications at Entry Level: Regulations for the Conduct of the Controlled Assessment*, and without bias. The learner's work has been authenticated. To the best of my knowledge, the work contained and evidenced during this assessment is solely that of the learner. There is no evidence available to suggest otherwise.			
Signature		Date	

Learner response	
I have read and understood the feedback. I confirm that the work presented in both tasks is my own.	
Learner signature	
Date	

Task type	Task 1 – one to one activity	Y/N	Task 2 – group discussion	Y/N
Task theme				
Task 1 date			Task 1 duration	
Task 2 date			Task 2 duration	

Reasonable Adjustments and Special Considerations	
Reasonable adjustments have been successfully requested and approved for this assessment task.	Y/N
Special considerations have been successfully requested and approved for this assessment task.	Y/N

Criteria	Detail	Evidenced
SoS1	Identify and extract relevant information and detail in straightforward explanations. Assessor feedback:	
SoS2	Make requests and ask concise questions using appropriate language in different contexts. Assessor feedback:	
SoS3	Communicate information and opinions clearly on a range of topics. Assessor feedback:	
SoS4	Respond appropriately to questions on a range of straightforward topics. Assessor feedback:	

SoS5	Follow and understand the main points of discussions. Assessor feedback:	
SoS6	Make relevant contributions to group discussions about straightforward topics **(TASK 2 ONLY)**. Assessor feedback:	
SoS7	Listen to and respond appropriately to other points of view, respecting conventions of turn-taking **(TASK 2 ONLY)**. Assessor feedback:	

Assessor feedback
Task 1:
Task 2:

IQA feedback (if sampled)	
IQA signature	
Date	
EQA feedback (if sampled)	
EQA signature	
Date	