Functional Skills



Functional Skills
Level 1 SLC Assessment
Topic: Workplace Environment
Version 2.1 2025

Level 1 Functional Skills Qualification in English:

Speaking, Listening and Communicating (SLC)

Assessment Theme: Workplace Environment

Scenario:

In our daily lives, we often find ourselves in places where we work or study. These environments have a significant impact on our ability to achieve our goals. How does the setting where we work, or study influence our productivity and well-being? What factors encourage cooperation, creativity, and contentment?

Explore what characteristics contribute to a favourable workspace and what aspects create an unfavourable one. Do you believe there is a one-size-fits-all ideal workspace, or does it vary from person to person?

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

Task 1A: Presentation (5-7 minutes)

Instructions

You will be assessed against:

- identify relevant information and lines of argument in explanations or presentations
- make requests and ask relevant questions to obtain specific information in different contexts
- respond effectively to detailed questions
- communicate information, ideas and opinions clearly and accurately on a range of topics
- express opinions and arguments, and support them with evidence
- follow and understand discussions and make contributions relevant to the situation and subject
- use appropriate phrases and registers, and adapt contributions to take account of purpose, audience and medium
- respect the turn-taking rights of others during discussions, using the appropriate language for interjections

Presentation topics

Select an appropriate topic with the assessor from the list.

Topic list:

- The impact of remote working
- Working within a team vs solo working
- The role of leadership in a workplace environment
- The importance of a work-life balance
- The elements of a positive workplace environment

Instructions for end of task

After 5-7 minutes the presentation will be brought to a close.

The assessor will inform you of the next part of the task, in which you will be required to answer questions from the audience on your presentation.

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

Instructions

You will be assessed against:

- identify relevant information and lines of argument in explanations or presentations
- make requests and ask relevant questions to obtain specific information in different contexts
- respond effectively to detailed questions
- communicate information, ideas and opinions clearly and accurately on a range of topics
- express opinions and arguments, and support them with evidence
- follow and understand discussions and make contributions relevant to the situation and subject
- use appropriate phrases and registers, and adapt contributions to take account of purpose, audience and medium
- respect the turn-taking rights of others during discussions, using the appropriate language for interjections

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 to 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)

Instructions

You will be assessed against:

- identify relevant information and lines of argument in explanations or presentations
- make requests and ask relevant questions to obtain specific information in different contexts
- respond effectively to detailed questions
- communicate information, ideas and opinions clearly and accurately on a range of topics
- express opinions and arguments, and support them with evidence
- follow and understand discussions and make contributions relevant to the situation and subject
- use appropriate phrases and registers, and adapt contributions to take account of purpose, audience and medium
- respect the turn-taking rights of others during discussions, using the appropriate language for interjections

Discussion topic

Title: What do you think are the most important skills to have in the workplace/in your area of study? How can these skills be gained or improved upon?

Aim: The group should aim to reach a consensus about most important skills required in the workplace or within their respective areas of study, considering both technical expertise and soft skills, and explore how these skills contribute to individual and collective success in professional and academic settings. They must identify three important skills 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.

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Registered address: Crossgate House, Cross Street, Sale, England, M33 7FT.