Functional Skills



Functional Skills

Level 2 SLC Assessment

Topic: Technology in the Workplace

Version 2.1 2025

Level 2 Functional Skills Qualification in English:

Speaking, Listening and Communicating (SLC)

Assessment Theme: Technology in the Workplace

Scenario:

In our modern world, technology is everywhere, influencing all aspects of our lives, including the workplace. With the ongoing advancements in technology, it is important to contemplate the pros and cons of its presence in our work environments. How does technology affect us in the workplace? Are we overly dependent on it, potentially jeopardising essential skills and behaviours we should retain?

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 from extended explanations or presentations
- follow narratives and lines of argument
- respond effectively to detailed or extended questions and feedback
- make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts
- communicate information, ideas and opinions clearly and effectively, providing further detail and development if required
- express opinions and arguments, and support them with relevant and persuasive evidence
- use language that is effective, accurate and appropriate to the context and situation
- make relevant and constructive contributions to move a discussion forward
- adapt their contributions to suit the audience, purpose and medium
- interject and redirect a discussion using appropriate language and register

Presentation topics

Select an appropriate topic with the assessor from the list.

Topic list:

- The uses of social media in the workplace
- The impact of working from home
- The role of technology in helping people with disabilities and/or learning difficulties
- The efficiencies and skills gained through use of technology in the workplace
- The role of artificial intelligence in the workplace

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 from extended explanations or presentations
- follow narratives and lines of argument
- respond effectively to detailed or extended questions and feedback
- make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts
- communicate information, ideas and opinions clearly and effectively, providing further detail and development if required
- express opinions and arguments, and support them with relevant and persuasive evidence
- use language that is effective, accurate and appropriate to the context and situation
- make relevant and constructive contributions to move a discussion forward
- adapt their contributions to suit the audience, purpose and medium
- interject and redirect a discussion 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 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 from extended explanations or presentations
- follow narratives and lines of argument
- respond effectively to detailed or extended questions and feedback
- make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts
- communicate information, ideas and opinions clearly and effectively, providing further detail and development if required
- express opinions and arguments, and support them with relevant and persuasive evidence
- use language that is effective, accurate and appropriate to the context and situation
- make relevant and constructive contributions to move a discussion forward
- adapt their contributions to suit the audience, purpose and medium
- interject and redirect a discussion 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.

www.vqa.org

Copyright © 2026 VQA. All rights reserved.
Company number 07827508.
Registered address: Crossgate House, Cross Street, Sale, England, M33 7FT.