

**NCFE Entry Level Certificate in English (Entry 3) (601/1551/8)**

**Statement of authenticity**

Learner name:

Centre number:

Centre name:

**Signatures**

Learner: Date:

Tutor/Assessor: Date:

Internal Quality Assurer (IQA)\*: Date:

External Quality Assurer (EQA)\*: Date:

\* For completion if part, or all, of the evidence has been sampled by the Internal and/or External Quality Assurer

**Listening and responding (Y/505/6688)**

**Learning outcome 1**

**You will:** be able to listen to and follow spoken information

You can:

|  |  |
| --- | --- |
| **1.1 Use different strategies to follow information when listening** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.2 Identify the topics when listening in different situations and contexts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Listening and responding (Y/505/6688) (cont’d)**

**Learning outcome 2**

**You will:** understand the demands of listening for details in spoken information

You can:

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| --- | --- |
| **2.1 Use different strategies to identify details when listening to information** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.2 Identify details in spoken information delivered in different situations and contexts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Listening and responding (Y/505/6688) (cont’d)**

**Learning outcome 3**

**You will:** be able to listen and respond

You can:

|  |  |
| --- | --- |
| **3.1 Use appropriate non-verbal communication** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **3.2 Respond appropriately in different situations and contexts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Discussing with others (D/505/6689)**

**Learning outcome 1**

**You will:** be able to follow discussions

You can:

|  |  |
| --- | --- |
| **1.1 Identify the main points in discussions** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.2 State own views on topics of discussions** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Discussing with others (D/505/6689) (cont’d)**

**Learning outcome 2**

**You will:** be able to take part in discussions

You can:

|  |  |
| --- | --- |
| **2.1 Use appropriate politeness in discussions** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.2 Make relevant and appropriate contributions in discussions covering different topics and in different situations** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

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| --- | --- |
| **2.3 Use non-verbal communication effectively in discussions covering different topics and in different situations** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Speaking to be understood (R/505/6690)**

**Learning outcome 1**

**You will:** be able to speak to be heard and understood

You can:

|  |  |
| --- | --- |
| **1.1 Use appropriate speaking and listening communication in familiar situations** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.2 Use appropriate speaking and listening communication in different formal situations** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.3 Relay information and facts clearly and to suit the audience and situation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Speaking to be understood (R/505/6690) (cont’d)**

**Learning outcome 2**

**You will:** be able to make enquiries

You can:

|  |  |
| --- | --- |
| **2.1 Use appropriate politeness and formality when making enquiries, for both formal and informal situations** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.2 Word enquiries clearly to be understood** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.3 Use non-verbal communication appropriate to the situation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Speaking to be understood (R/505/6690) (cont’d)**

**Learning outcome 2**

|  |  |
| --- | --- |
| **2.4 Use appropriate tone of voice** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Developing reading skills (M/505/3392)**

**Learning outcome 1**

**You will:** be able to read and understand texts

You can:

|  |  |
| --- | --- |
| **1.1 Identify the structure of different texts (beginning, middle, end)** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.2 Identify the content of short texts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Developing reading skills (M/505/3392) (cont’d)**

**Learning outcome 2**

**You will:** understand that texts are written for a range of purposes

You can:

|  |  |
| --- | --- |
| **2.1 State the purpose of different texts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.2 Identify and use organisational features in texts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

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| --- | --- |
| **2.3 Identify the flow of events in some texts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Developing reading skills (M/505/3392) (cont’d)**

**Learning outcome 3**

**You will: b**e able to use different reading techniques

You can:

|  |  |
| --- | --- |
| **3.1 Use skimming to identify topics** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **3.2 Use scanning to find specific information** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **3.3 Use appropriate reading skills to find specific details** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Developing reading skills (M/505/3392) (cont’d)**

**Learning outcome 3**

|  |  |
| --- | --- |
| **3.4 Make effective use of additional information included with texts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Reading to understand (Y/505/6691)**

**Learning outcome 1**

**You will:** understand the features of instructional and persuasive texts

You can:

|  |  |
| --- | --- |
| **1.1 Identify organisational features in instructional and persuasive texts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.2 Identify command verbs** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.3 Read and follow instructional texts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Reading to understand (Y/505/6691)**

**Learning outcome 1**

|  |  |
| --- | --- |
| **1.4 Read and follow persuasive texts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Reading to understand (Y/505/6691) (cont’d)**

**Learning outcome 2**

**You will:** understand how to predict meaning of words

You can:

|  |  |
| --- | --- |
| **2.1 Use knowledge of word types to understand meaning of unfamiliar words** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.2 Use knowledge of word structure to make sense of unfamiliar words** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Reading to understand (Y/505/6691) (cont’d)**

**Learning outcome 3**

**You will:** understand punctuation

You can:

|  |  |
| --- | --- |
| **3.1 Use punctuation to identify sentences** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **3.2 Identify the correct use of punctuation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Reading to understand (Y/505/6691) (cont’d)**

**Learning outcome 4**

**You will:** be able to read key words and phrases

You can:

|  |  |
| --- | --- |
| **4.1 Read and understand some key words – personal, specific to study, work or hobby** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **4.2 Read and understand everyday phrases** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Alphabetical order (D/505/6692)**

**Learning outcome 1**

**You will:** be able to read key words and phrases

You can:

|  |  |
| --- | --- |
| **1.1 Use letter placement to order words** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.2 Identify examples of alphabetical order in everyday life** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Alphabetical order (D/505/6692)**

**Learning outcome 2**

**You will:** be able to use a dictionary

You can:

|  |  |
| --- | --- |
| **2.1 Use knowledge of alphabetical order to find the meaning of unfamiliar words** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.2 Use a dictionary to help decode unfamiliar words** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Essential writing skills (J/505/3396)**

**Learning outcome 1**

**You will:** be able to plan writing

You can:

|  |  |
| --- | --- |
| **1.1 Plan and draft writing for different purposes** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.2 Identify when writing requires sequencing** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Essential writing skills (J/505/3396) (cont’d)**

**Learning outcome 2**

**You will:** be able to write for different purposes

You can:

|  |  |
| --- | --- |
| **2.1 Use sentences and paragraphs** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.2 Use appropriate punctuation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **2.3 Use correct grammar** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Essential writing skills (J/505/3396) (cont’d)**

**Learning outcome 2**

|  |  |
| --- | --- |
| **2.4 Use pronouns** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Essential writing skills (J/505/3396) (cont’d)**

**Learning outcome 3**

**You will:** be able to proofread

You can:

|  |  |
| --- | --- |
| **3.1 Identify the purpose of proofreading** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **3.2 Identify when to proofread work** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **3.3 Proofread work for spelling and grammar** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Essential spelling and hand-writing (H/505/6693)**

**Learning outcome 1**

**You will:** be able to write and spell essential words

You can:

|  |  |
| --- | --- |
| **1.1 Write and spell common words** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.2 Write and spell words relating to work and hobbies or interests** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **1.3 Use knowledge of word structure and patterns to assist in spelling** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

**Essential spelling and hand-writing (H/505/6693) (cont’d)**

**Learning outcome 2**

**You will:** be able to produce legible text

You can:

|  |  |
| --- | --- |
| **2.1 Use legible handwriting** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |