

To be read in conjunction  
with the key skills  
qualifications standards and  
guidance published by QCA

Key Skills 2004  
Levels 1-3

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## UNIT SIGNATURE SHEETS FOR PORTFOLIO EVIDENCE AND UNIT PORTFOLIO ASSESSMENT RECORDS FOR KEY SKILLS

	<b>PAGE</b>
<b>INTRODUCTION</b>	<b>5</b>
<b>APPLICATION OF NUMBER LEVELS 1, 2 &amp; 3</b>	
Unit Signature Sheet for Portfolio Evidence	9
Unit Portfolio Assessment Record Level 1	10
Unit Signature Sheet for Portfolio Evidence	11
Unit Portfolio Assessment Record Level 2	12
Unit Signature Sheet for Portfolio Evidence	13
Unit Portfolio Assessment Record Level 3	14
<b>COMMUNICATION LEVELS 1, 2 &amp; 3</b>	
Unit Signature Sheet for Portfolio Evidence	15
Unit Portfolio Assessment Record Level 1	16
Unit Signature Sheet for Portfolio Evidence	17
Unit Portfolio Assessment Record Level 2	18
Unit Signature Sheet for Portfolio Evidence	19
Unit Portfolio Assessment Record Level 3	20
<b>INFORMATION AND COMMUNICATION TECHNOLOGY LEVELS 1, 2 &amp; 3</b>	
Unit Signature Sheet for Portfolio Evidence	21
Unit Portfolio Assessment Record Level 1	22
Unit Signature Sheet for Portfolio Evidence	23
Unit Portfolio Assessment Record Level 2	24
Unit Signature Sheet for Portfolio Evidence	25
Unit Portfolio Assessment Record Level 3	26
<b>IMPROVE OWN LEARNING AND PERFORMANCE LEVELS 1, 2 &amp; 3</b>	
Unit Signature Sheet for Portfolio Evidence	27
Unit Portfolio Assessment Record Level 1	28
Unit Signature Sheet for Portfolio Evidence	29
Unit Portfolio Assessment Record Level 2	30
Unit Signature Sheet for Portfolio Evidence	31
Unit Portfolio Assessment Record Level 3	32
<b>PROBLEM SOLVING LEVELS 1, 2 &amp; 3</b>	
Unit Signature Sheet for Portfolio Evidence	33
Unit Portfolio Assessment Record Level 1	34
Unit Signature Sheet for Portfolio Evidence	35
Unit Portfolio Assessment Record Level 2	36
Unit Signature Sheet for Portfolio Evidence	37
Unit Portfolio Assessment Record Level 3	38
<b>WORKING WITH OTHERS LEVELS 1, 2 &amp; 3</b>	
Unit Signature Sheet for Portfolio Evidence	39
Unit Portfolio Assessment Record Level 1	40
Unit Signature Sheet for Portfolio Evidence	41
Unit Portfolio Assessment Record Level 2	42
Unit Signature Sheet for Portfolio Evidence	43
Unit Portfolio Assessment Record Level 3	44

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Centres may devise and use their own tracking documentation to be used alongside CACHE documentation if they wish.

CANDIDATES WISHING TO UNDERTAKE THESE KEY SKILLS AT LEVEL 4 SHOULD CONTACT THEIR CENTRE EXTERNAL VERIFIER FOR ADVICE ON EVIDENCE RECORDING DOCUMENTATION





## Information for Candidates about the recording of Portfolio Evidence for each Key Skill

### Before you start

In order to put together your portfolio of evidence both you and your assessor must understand the specifications for the key skills at the level which you are doing them. It is important that you have a copy of the appropriate key skill standard document published by QCA. This details what you need to know to build portfolio evidence and what evidence you must include in your portfolio.

In addition to your portfolio you must also complete an external element in order to gain a certificate. There are tests for Application of Number, Communication and ICT. Certain candidates may be exempt from the tests if they have already achieved an appropriate level in other exams. Centres will be able to check this. For Improve Own Learning, Problem Solving and Working With Others candidates will have to demonstrate their understanding of the techniques and knowledge associated with the skill by answering questions relating to the Part A standards.

### What is a portfolio?

A portfolio is a way of gathering the evidence that you have collected to show that you understand the key skill that you are working towards. As most of the evidence that you collect will probably be paper based it is sensible to keep your evidence in an A4 folder. If you have used work that you have done in other areas as evidence for key skills it may be sensible to keep it there rather than in a key skills portfolio. Your assessor will help you make the decision.

QCA have produced a series of example portfolios for each key skill at Levels 1,2 and 3. These give an indication of the amount of evidence that a portfolio could include, and more importantly, give a clear indication of the level that the evidence should meet. Your assessor will have looked at these in detail and will be able to help you produce the right amount of appropriate evidence for your portfolio.

### What CACHE paperwork has to be completed?

There are two forms that are provided by CACHE that have to be completed for each key skill that you are undertaking, even if you have the same assessor for more than one key skill. These are included in this document and are photocopyable for CACHE registered candidates in CACHE approved centres. The first is the **Unit Signature Sheet for Portfolio Evidence**.

# INTRODUCTION

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It gathers together all the information that relates to the candidate, centre and the assessment process. It can be completed by anyone, but must be signed by the candidate and assessor. It also has a space for the date you passed the test, or the proxy qualification that you are claiming. There is also space for the Internal and External Moderators to sign if they have sampled your portfolio.

The second sheet is the **Unit Portfolio Assessment Record**. All of the evidence for a key skill, as shown in the QCA key skill standards, must be included in your portfolio and recorded on the Unit Portfolio Assessment Record (UPAR) for that key skill. By each element of the skill there is a box for the portfolio evidence location. Enter the location i.e. page number, where that piece of evidence can be found. The evidence may be located in a separate file if you have used the same piece of evidence more than once – for example a piece of word processed writing may well provide evidence for communication, ICT and your main course. There is nothing wrong with this provided that it meets the assessment criteria for each qualification and the evidence is available for assessment and moderation.

The UPAR is used to record your evidence when it has been completed and assessed. There is space on this form for the assessor to give comments and examples of how they have reached their assessment decision. Once they are satisfied that you have provided evidence that meets the criteria for the whole key skill they will sign the UPAR in the space provided. You will need a different UPAR for each key skill that you are working towards. Each UPAR should be kept at the beginning of the evidence for that key skill.

## Who is responsible for the Unit Portfolio Assessment Record?

It is your responsibility to ensure that the UPAR is completed and kept with your portfolio. It is the assessor's responsibility to ensure that the comments section has been completed and the evidence fully assessed and signed off by both assessor and candidate before putting the portfolio forward for internal and external moderation. It is the moderators' responsibility to sign if they have sampled the portfolio.

## What should be included in my portfolio?

Your portfolio is evidence of how you have met the standards of the key skill. Each candidate will meet this in a different way. Your assessor should support you as you gather suitable evidence. However, your portfolio **must** include

- The completed Unit Signature Sheet for Portfolio Evidence, signed appropriately,
- The completed Unit Portfolio Assessment Record, signed by your assessor
- Evidence referred to in the UPAR
- Evidence of a qualification if you are claiming a proxy exemption from the test.

## In addition you may wish to include

- Personal details and details of how you have met the standards
- A contents page
- A copy of the standards for the key skill
- Self-evaluation and peer feedback
- Copies of source documents or information
- A computer disc of work that you have done on a computer
- Any other information that is referred to on your UPAR.

## What should **not** be in my portfolio?

The portfolio is evidence of how you have met the standards for Part B. In order to produce this you will have spent a lot of time and effort developing the knowledge and understanding detailed in Part A of the standards. This is good work, but should not be included in your portfolio. Other things that it would be inappropriate to include in your portfolio are:

# INTRODUCTION

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- Practice test papers
- Drafts of work, unless they have been include to show 'development' in ICT
- Excessive internet printouts – you can provide evidence of an internet search without including a printout of every site you found
- Excessive evidence – if the UPAR says the evidence requirement is for two different types of document, you should only include two types of document. However, you should make sure that the two documents meet all the requirements.

## Part A questions for the wider key skills.

If you are completing a portfolio for Improve Own Learning and Performance, Problem Solving or Working With Others you will also have to answer questions about Part A of the standards. These are completely separate from the portfolio. However, because the answers will be assessed by your assessor and verified alongside your portfolio it is sensible to include your answers and the Part A question sheet at the end of your portfolio.

## Completing my portfolio.

When you have completed all the evidence and put it together in you portfolio, check that the evidence is easy to find – moderators may just want to look at part of your portfolio – and you have:

- A portfolio Evidence Location for every element detailed on the UPAR
- Your signature on the Unit Signature Sheet
- Your assessor's signature on the Unit Signature Sheet and the UPAR
- Your signature on every piece of work.

All Unit Signature Sheets, UPARs and assessment records must be completed in ink and signed and dated. Corrections may only be made by using a single line through the text to be amended. The use of correcting fluid is not permitted.

**By signing the evidence in the portfolio, you are confirming that the work is yours. By signing the evidence in the portfolio, your assessor is confirming that the work is yours and it meets the standards that it has been assessed against. By signing, the assessor is confirming that in their professional judge, you are competent in the key skill at that level.**

# Application of Number Level 1



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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# Application of Number Level 1



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must	Portfolio Evidence Location	Assessor comments and examples
<b>N1.1 Interpret information from two different sources. At least source must include a table, chart, graph or diagram.</b>		
1.1.1 Obtain the information you need to meet the purpose of your task		
1.1.2 Identify suitable calculations to get the results you need		
<b>N1.2 Carry out and check calculations to do with: a. amounts or sizes b. scales or proportions c. handling statistics.</b>	a b c	
1.2.1 Carry out calculations to the level of accuracy you have been given		
1.2.2 Check your results make sense		
<b>N1.3 Interpret the results of your calculations and present your findings – in two different ways using charts or diagrams</b>		
1.3.1 Choose suitable ways to present your findings		
1.3.2 Use more than one way of presenting your findings		
1.3.3 Present your findings clearly using a chart or diagram		
1.3.4 Describe what your results tell you.		

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application of Number Level 2



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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# Application of Number Level 2



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must carry out at least one activity that includes tasks for N2.1, N2.2 & N2.3	Portfolio Evidence Location	Assessor comments and examples
<b>Overall, through one or more activity you must:</b>		
Use two different sources which include material containing a graph or chart (N2.1)		
Do calculations for a, b, c and d (N2.2)		
Present findings in two different ways using charts, graphs or diagrams (N2.3)		
<b>N2.1 Interpret information from a suitable source.</b>		
2.1.1 Choose how to get the information you need to meet the purpose of your activity		
2.1.2 Obtain relevant information		
2.1.3 Choose appropriate methods to get the results you need		
<b>N2.2 Use your information to carry out calculations to do with:</b> a. amounts or sizes b. scales or proportions c. handling statistics d. using formulae.	a b c d	
2.2.1 Carry out calculations, clearly showing your methods and levels of accuracy		
2.2.2 Check your methods to identify and correct any errors, and make sure your results make sense		
<b>N2.3 Interpret the results of your calculations and present your findings – in two different ways using charts or diagrams</b>		
2.3.1 Select effective ways to present your findings		
2.3.2 Present your findings clearly using a chart, graph or diagram and describe your methods		
2.3.3 Use more than one way of presenting your findings		
2.3.4 Describe what your results tell you and how they meet your purpose.		

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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# Application of Number Level 3



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must carry out one or more activities that includes tasks for N3.1, N3.2 & N3.3	Portfolio Evidence Location	Assessor comments and examples
<b>Overall, through one or more activity you must:</b>		
Use two different types of sources, including a large data set ie over 50 items (N3.1)		
Carry out calculations to do with a, b, c and d (N3.2)		
Present findings in two different ways using charts, graphs or diagrams (N3.3)		
<b>N3.1 Plan an activity and get relevant information from relevant sources.</b>		
3.1.1 Plan how to get and use the information needed to meet the purpose of your activity		
3.1.2 Obtain the relevant information		
3.1.3 Choose appropriate methods to get the results you need and justify your choice		
<b>N3.2 Use your information to carry out multi-stage calculations to do with:</b> a. amounts or sizes b. scales or proportions c. handling statistics d. using formulae.	a b c d	
3.2.1 Carry out calculations, to appropriate levels of accuracy, clearly showing your methods		
3.2.2 Check methods and results to help ensure that errors are found and corrected		
<b>N3.3 Interpret the results of your calculations, present your findings and justify your methods</b>		
3.3.1 Select appropriate methods of presentation and justify your choice		
3.3.2 Present your findings effectively		
3.3.3 Describe what your results tell you and whether they meet your purpose.		

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must	Portfolio Evidence Location	Assessor comments and examples
<b>C1.1 Take part in either a one-to-one discussion or a group discussion</b>		
1.1.1 Provide information that is relevant to the subject and purpose of the discussion		
1.1.2 Communicate clearly in a way that suits the situation and respond appropriately to others		
<b>C1.2 Read and obtain information from at least one document</b>		
1.2.1 Read relevant material		
1.2.2 Identify accurately the main points and ideas		
1.2.3 Use the information to suit your purpose		
<b>C1.3 Write two different types of documents</b>		
1.3.1 Present relevant information in a format that suits your purpose		
1.3.2 Spell, punctuate and use grammar accurately		
1.3.2 Make your meaning clear		
Use at least one image either to obtain information or to convey information		

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must	Portfolio Evidence Location	Assessor comments and examples
<b>C2.1a Take part in a group discussion</b>		
2.1a.1 Make clear and relevant contributions in a way that suits your purpose and situation		
2.1a.2 Respond appropriately to others		
2.1a.3 Help to move the discussion forward		
C2.1b Give a talk of at least four minutes		
<b>2.1b.1 Speak clearly in a way that suits your subject, purpose and situation</b>		
2.1b.2 Keep to the subject and structure your talk to help listeners follow what you are saying		
2.1b.3 Use appropriate ways to support your main points		
<b>C2.2 Read and summarise information from at least two documents about the same subject. Each document must be a minimum of 500 words long</b>		
2.2.1 Select and read relevant documents		
2.2.2 Identify accurately the main points, ideas and lines of reasoning		
2.2.3 Summarise the information to suit your purpose		
<b>C2.3 Write two different types of documents each one giving different information. One document must be at least 500 words long</b>		
2.3.1 Present relevant information in a format that suits your purpose		
2.3.2 Use a structure and style of writing to suit your purpose		
2.3.3 Spell, punctuate and use grammar accurately		
2.3.4 Make your meaning clear		
Use at least one image either to obtain information or to convey information		

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must	Portfolio Evidence Location	Assessor comments and examples
<b>C3.1a Take part in a group discussion</b>		
3.1a.1 Make clear and relevant contributions in a way that suits your purpose and situation		
3.1a.2 Respond sensitively to others, and develop points and ideas		
3.1a.3 Encourage others to contribute		
<b>C3.1b Make a formal presentation of at least eight minutes using an image or other support material</b>		
3.1b.1 Speak clearly and adapt your style of presentation to suit your subject, purpose, audience and situation		
3.1b.2 Structure what you say to progress logically through each stage of your presentation		
3.1b.3 Use an image or other support material to support or enhance what you are saying		
<b>C3.2 Read and synthesise information from at least two documents about the same subject. Each document must be a minimum of 1000 words long</b>		
3.2.1 Select and read relevant documents		
3.2.2 Identify accurately, and compare, the main points, ideas and lines of reasoning		
3.2.3 Present your own interpretation of the subject in a way that is coherent and brings together information from different documents to suit your purpose		
<b>C3.3 Write two different types of documents each one giving different information about complex subjects. One document must be at least 1000 words long</b>		
3.3.1 Select and use a format and style of writing that is appropriate to your purpose and complexity of subject matter		
3.3.2 Organise material coherently to suit the length, complexity and purpose of your document		
3.3.3 Spell, punctuate and use grammar accurately		
3.3.4 Make your meaning clear		
Use at least one image either to obtain information or to convey information		

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must, through TWO or more activities	Portfolio Evidence Location	Assessor comments and examples
<b>ICT1.1 Find and select relevant information</b>		
1.1.1 Choose information that is relevant to your tasks		
<b>ICT1.2 Enter and develop information to suit the task</b>		
1.2.1 Enter information using formats that help development		
1.2.2 Save information so that it can be easily found		
<b>ICT1.3 Develop the presentation so that the final outcome is accurate and fit for purpose</b>		
1.3.1 Use appropriate layouts for presenting information in a consistent way		

**Please identify the following:**

One ICT based information source		
One non ICT based information source		
One example of text		
One example of image		
One example of number		
Purposeful use of email		

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

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I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

---

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

---

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must, through TWO or more activities	Portfolio Evidence Location		Assessor comments and examples
<b>ICT 2.1 Search for and select information to meet your needs. Use different information sources for each task and multiple search criteria in at least one case</b>			
2.1.1 Select information relevant to your tasks			
<b>ICT 2.2 Enter and develop the information to suit the task and derive new information</b>			
2.2.1 Enter and combine information using formats that help development			
2.2.2 Develop information and derive new information as appropriate			
<b>ICT 2.3 Present combined information such as text with image, text with number, image with number</b>			
2.3.1 Develop the presentation so that the final output is accurate and shows consistent use of formats			
2.3.2 Use layout appropriate to the types of information			
<b>Please identify the following:</b>			
One ICT based information source			
One non ICT based information source			
One example of text			
One example of image			
One example of number			
Purposeful use of email			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to pass the external assessment for this unit in order to gain the unit, unless they are exempt because of a proxy qualification. Proxies are valid for three years from certification date. A full and current list of proxy exemptions is available on the QCA website.

TEST PASS DATE : \_\_\_\_\_ PROXY QUALIFICATION : \_\_\_\_\_

PROXY QUALIFICATION DATE : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must, through TWO or more activities, one of which must be a major task covering ICT 3.1, ICT 3.2 and ICT 3.3	Portfolio Evidence Location		Assessor comments and examples
<b>ICT 3.1 Search for information, using different sources and multiple search criteria in at least one case</b>			
3.1.1 Plan how to obtain and use the information required for your tasks			
3.1.2 Make selections based on judgements of relevance and quality			
<b>ICT 3.2 Enter and develop the information and derive new information</b>			
3.2.1 Enter and bring together information using formats that help development			
3.2.2 Use software features to improve the efficiency of your work			
3.2.2 Annotate/document your work to show that you have understood the processes followed and have taken account of the views of others			
<b>ICT 3.3 Present combined information such as text with image, text with number, image with number</b>			
3.3.1 Develop the presentation so that it is accurate, clear and presented consistently, taking account of the views of others			
3.3.2 Present your final output effectively using a format and style that suits your purpose and audience			
<b>Please identify the following:</b>			
One ICT based information source			
One non ICT based information source			
One example of text			
One example of image			
One example of number			
One example of combined information such as text and number or image and number or text and image			
Purposeful use of email			
Email attachment related to the task			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Improve own learning and performance Level 1



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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# Improve own learning and performance Level 1



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

<b>Part B – You must provide at least two examples of meeting the standards – each example should cover at least two targets. Overall, show you can use at least two different ways of learning to improve your performance.</b>	<b>Portfolio Evidence Location</b>		<b>Assessor comments and examples</b>
<b>LP1.1 Confirm your targets and plan how to meet these with the person setting them</b>			
1.1.1 Make sure targets clearly show what you want to achieve			
1.1.2 Identify clear action points and deadlines for each target			
1.1.3 Identify how to get the support you need and the arrangements for reviewing your progress			
<b>LP1.2 Follow your plan, to help meet targets and improve your performance</b>			
1.2.1 Work through your action points to complete these on time			
1.2.2 Use ways of learning suggested by your supervisor, making changes when needed, to improve your performance			
1.2.3 Use support given by others to help you meet targets			
<b>LP1.3 Review your progress and achievements in meeting targets, with an appropriate person</b>			
1.3.1 Say what you learned and how you learned, including what has gone well and what has gone less well			
1.3.2 Identify targets you have met and your achievements			
1.3.3 Check what you need to do to improve your performance			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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# Improve own learning and performance Level 2



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

<b>Part B – You must provide at least two examples of meeting the standards – each example should cover at least two two targets. Overall, show you can use at least two different ways of learning to improve your performance.</b>	<b>Portfolio Evidence Location</b>		<b>Assessor comments and examples</b>
<b>LP 2.1 Help set targets with an appropriate person and plan how these will be met</b>			
2.1.1 Provide information to help set realistic targets for what you want to achieve			
2.1.2 Identify clear action points for each target and how you will manage your time			
2.1.3 Identify how to get the support you need and the arrangements for reviewing your progress			
<b>LP2.2 Take responsibility for some decisions about your learning, using your plan to help meet targets and improve your performance</b>			
2.2.1 Use your action points to help manage your time well; revising your plan when needed			
2.2.2 Choose ways of learning to improve your performance, working for short periods without close supervision			
2.2.3 Identify when you need support and use this effectively to help you meet targets			
<b>LP2.3 Review progress with an appropriate person and provide evidence of your achievements</b>			
2.3.1 Identify what you learned and how you have you're your learning in another task			
2.3.2 Identify targets you have met and evidence of your achievements			
2.3.3 Identify ways you learn best and how to further improve your performance			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

<b>Part B – You must provide at least one examples of meeting the standards – each example should cover at least three targets. Overall, show you can use at least two different ways of learning to improve your performance.</b>	<b>Portfolio Evidence Location</b>		<b>Assessor comments and examples</b>
<b>LP 3.1 Set targets using information from appropriate people and plan how these will be met</b>			
3.1.1 Seek information on ways to achieve what you want to do, and identify factors that might affect your plans			
3.1.2 Use this information to set realistic targets and identify clear action points			
3.1.3 Plan how you will manage your time, use support, review progress and overcome possible difficulties			
<b>LP3.2 Take responsibility for your learning, using your plan to help meet targets and improve your performance</b>			
3.2.1 Manage your time effectively to meet deadlines, revising your plan when needed			
3.2.2 Choose ways of learning to improve your performance, working at times independently and adapting approaches to meet new demands			
3.2.3 Reflect on your progress, seeking feedback and relevant support to help you meet your targets			
<b>LP3.3 Review progress and establish evidence of your achievements</b>			
3.3.1 Provide information on the ways you have used your learning to meet new demands and on factors affecting the quality of your outcome			
3.3.2 Identify targets you have met and gather evidence of your achievements			
3.3.3 Consult appropriate people to agree further ways to improve your performance			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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# Problem solving Level 1



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must provide at least two examples of meeting the standards – each example should cover different problem and identify at least two different ways of tackling it (for PS1.1)	Portfolio Evidence Location		Assessor comments and examples
<b>PS1.1 Confirm with an appropriate person that you understand the given problem and identify different ways of tackling it</b>			
1.1.1 Check that you clearly understand the problem you have been given			
1.1.2 Check how you will know when it is solved			
1.1.3 Come up with different ways of tackling the problem			
<b>PS1.2 Confirm with an appropriate person what you will do and follow your plan for solving the problem</b>			
1.2.1 Help decide how you will try to solve the problem			
1.2.2 Plan what you need to do			
1.2.3 Follow your plan, working safely and using support given by others to help tackle the problem			
<b>PS1.3 Check with an appropriate person if the problem has been solved and how to improve your problem solving skills</b>			
1.3.1 Check if the problem has been solved using the methods you have been given			
1.3.2 Identify clearly what went well and less well in tackling the problem			
1.3.3 Check what you need to do to improve your problem solving skills			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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# Problem solving Level 2



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must provide at least two examples of meeting the standards – each example should cover different problem and identify at least two different ways of tackling it (for PS2.1)	Portfolio Evidence Location		Assessor comments and examples
<b>PS2.1 Identify a problem, with help from an appropriate person, and identify different ways of tackling it</b>			
2.1.1 Provide information to help identify a problem, accurately describing its main features			
2.1.2 Identify how you will know when it is solved			
2.1.3 Come up with different ways of tackling the problem			
<b>PS2.2 Plan and try out at least one way of solving the problem</b>			
2.2.1 Confirm with an appropriate person how you will try to solve the problem			
2.2.2 Plan what you need to do, identifying the methods and resources you will use			
2.2.3 Use your plan effectively, getting support and revising your plan when needed to help tackle the problem			
<b>PS2.3 Check if the problem has been solved and identify ways to improve problem solving skills</b>			
2.3.1 Check if the problem has been solved by accurately using the methods you have been given			
2.3.2 Describe clearly the results, including strengths and weaknesses of how you tackled the problem			
2.3.3 Identify ways of improving your problem solving skills			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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# Problem solving Level 3



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must provide at least one examples of meeting the standards – each example should include exploring at least three different ways of tackling a problem (for PS3.1)	Portfolio Evidence Location				Assessor comments and examples
<b>PS3.1 Explore a problem and identify different ways of tackling it</b>					
3.1.1 Identify, analyse and accurately describe the problem, and agree with others how you will know when it has been solved					
3.1.2 Select and use a variety of methods to come up with different ways of tackling the problem					
3.1.3 Compare the main features and risks of each approach, and justify the method you decide to use					
<b>PS32 Plan and implement at least one way of solving the problem</b>					
3.2.1 Plan your chosen way of solving the problem and get the go-ahead from an appropriate person					
3.2.2 Put your plan into action, effectively using support and feedback from others to help tackle the problem					
3.2.3 Check regularly progress towards solving the problem, revising your approach as necessary					
<b>PS3.3 Check if the problem has been solved and review your approach to problem solving</b>					
3.3.1 Apply systematically methods agreed with an appropriate person, to check if the problem has been solved					
3.3.2 Describe fully the results and draw conclusions on how successful you were in solving the problem					
3.3.3 Review your approach to problem solving, including whether other approaches might have proved more effective					

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must provide at least two examples of meeting the standards – each example must show you can work in a one-to-one situation and one example must show you can work in a group or team	Portfolio Evidence Location		Assessor comments and examples
	1-to-1	Group	
<b>WO1.1 Confirm you understand the given objectives, and plan for working together</b>			
1.1.1 Check that you clearly understand what you have to achieve together			
1.1.2 Identify what needs to be done and your individual responsibilities			
1.1.3 Make sure you understand the arrangements for working together			
<b>WO1.2 Work with others towards achieving the given objectives</b>			
1.2.1 Carry out tasks to meet your responsibilities			
1.2.2 Work safely, following the working methods you have been given			
1.2.3 Check progress, asking for help and offering support to others, when appropriate			
<b>WO1.3 Identify ways you helped to achieve things and how to improve your work with others</b>			
1.3.1 Identify what went well and less well in working with others			
1.3.2 Identify how you helped to achieve things together			
1.3.3 Suggest ways of improving your work with others for next time			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

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## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must provide at least two examples of meeting the standards – One example must show you can work in a group or team	Portfolio Evidence Location		Assessor comments and examples
		Group	
<b>WO2.1 Plan work with others</b>			
2.1.1 Identify what you have to achieve together			
2.1.2 Share relevant information to identify what needs to be done and individual responsibilities			
2.1.3 Confirm the arrangements for working together			
<b>WO2.2 Work co-operatively towards achieving the identified objectives</b>			
2.2.1 Organise and carry out tasks safely using appropriate methods, to meet your responsibilities			
2.2.2 Support co-operative ways of working to help achieve the objectives for working together			
2.2.3 Check progress, seeking advice from an appropriate person when needed			
<b>WO2.3 Review your contributions and agree ways to improve work with others</b>			
2.3.1 Share relevant information on what went well and less well in working with others			
2.3.2 Identify your role in helping to achieve things together			
2.3.3 Agree ways of improving your work with others			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Unit Portfolio Assessment Record

### Unit Signature Sheet for Portfolio Evidence

Candidate Name : \_\_\_\_\_

Centre Name : \_\_\_\_\_ Centre Number: \_\_\_\_\_

I confirm that competence has been demonstrated in all portfolio requirements of this unit through agreed portfolio assessment procedures. I am satisfied with the way the assessment(s) was conducted and its outcome.

Candidate's Name : \_\_\_\_\_ Candidate's Signature : \_\_\_\_\_

Date Portfolio Completed : \_\_\_\_\_ Candidate's Number : \_\_\_\_\_

I certify that the candidate has demonstrated competence in all the elements of this unit through the agreed portfolio assessment procedures.

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Please state language of assessment, if other than English \_\_\_\_\_

N.B. All candidates are also required to provide answers to Part A questions. The answers to these questions are to be assessed by the tutor/assessor and externally verified/moderated by CACHE.

PART A QUESTIONS COMPLETED DATE : \_\_\_\_\_

Assessor's Name : \_\_\_\_\_ Assessor's Signature and date : \_\_\_\_\_

Internal Moderator's Name : \_\_\_\_\_ Internal Moderator's Signature and date : \_\_\_\_\_

Please tick appropriate box;      Sampled       Not sampled

External Moderator's Name : \_\_\_\_\_ External Moderator's Signature and date : \_\_\_\_\_

**Photocopiable for CACHE registered candidates in CACHE approved centres only**



## Unit Portfolio Assessment Record

Candidate Name: \_\_\_\_\_

PIN: \_\_\_\_\_

Part B – You must provide at least one examples of meeting the standards to include work in a group or team situation.	Portfolio Evidence Location		Assessor comments and examples
<b>WO3.1 Plan work with others</b>			
3.1.1 Agree realistic objectives for working together and what needs to be done to achieve them			
3.1.2 Share relevant information to help agree roles and responsibilities			
3.1.3 Agree suitable working arrangements with those involved			
<b>WO3.2 Seek to develop co-operation and check progress towards your agreed objectives</b>	<b>1</b>	<b>2</b>	
3.2.1 Organise and carry out tasks efficiently to meet your responsibilities			
3.2.2 Seek effective ways to develop cooperation including ways to resolve any conflict			
3.2.3 Share accurate information on progress, agreeing changes where necessary to achieve objectives			
<b>WO3.3 Review work with others and agree ways of improving collaborative work in the future</b>			
3.3.1 Agree the extent to which working with others has been successful and the objectives have been met			
3.3.2 Identify factors, including your role, in influencing the outcome			
3.3.3 Agree ways of improving your work with others in the future, including interpersonal skills			

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Moderator's signature: \_\_\_\_\_ Date: \_\_\_\_\_



Council for Awards in Children's Care and Education

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8 Chequer Street, St Albans, Hertfordshire AL1 3XZ

Telephone: 01727 847636 or 867333 Fax: 01727 867609