

LIFE AND LIVING SKILLS RECORD OF ASSESSMENT & EVIDENCE

Unit title	Carrying out routine tasks at work	Entry level	Entry 2
Life & Living skill area	World of Work	Credit value	2
OCR unit no	N6	QCF unit ref	L/601/9860

Centre name	Westwood High	Centre no	99999
Learner name	Harry Laine	QCF ULN	1010101

Record of Assessment – This form must be completed and submitted with other appropriate types of assessed evidence. Achievement of each of the assessment criteria (AC) in the unit must be evidenced.

Method of assessment (please indicate as appropriate)		Tick
<input type="checkbox"/> Observation of learner		✓
<input type="checkbox"/> Questioning of learner/discussion		
<input type="checkbox"/> Examination of product/ learner's work		✓
LO1	Be able to carry out routine tasks at work AC: 1.1 Follow simple instructions to undertake routine tasks at work 1.2 Inform an appropriate person when each task has been completed	
LO2	Be able to work safely AC: 2.1 Follow straightforward safety procedures when completing tasks at work	

Record of Evidence

<p>Description of what was observed. The observation statement can either be provided below or attached as a separate document. You must identify where evidence links to AC.</p>
<p><u>Occasion 1</u></p> <p>1.1 Harry followed instructions to remove the wiring from the vehicles in the workshop ready for recycling. He put the wiring onto the bench ready for stripping.</p> <p>1.2 Harry took most of the morning to strip out the wiring and informed the workshop supervisor when that had been done.</p> <p>2.1 Harry wore protective goggles and protective gloves throughout. He collected</p>

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the wiring in a large plastic bin to keep the floor area tidy.

Observer's name: Gerry Clarkson

Signature: GF Clarkson

Date: 9/10/2010

Occasion 2

1.1 Harry stripped the casing from the wiring as he had been shown.

1.2 When this was completed he informed the supervisor.

2.1 He kept his work area tidy by stripping the plastic coating from the wiring into large black rubbish bins so the floor area was kept clear. He wore protective goggles and gloves

Observer's name: Gerry Clarkson

Signature: GF Clarkson

Date: 10/10/2010

Summary of discussion/questions and answers (if part of assessment). Summary may be provided below or attached as a separate document. You **must** identify where evidence links to AC.

Outcome of activity. Proof of learner's work (eg photograph of large item, or of drama production), or outcome of learners work (eg email sent by learner) should be submitted with this form. Please provide a brief description/summary below of the work/product. You **must** identify where evidence links to AC.

1.1/ 2.1 Photo of Harry in protective clothing stripping wiring from one of the cars and using the plastic bin to collect the wiring.

NB: Photographs of Harry carrying out the above tasks should be submitted this form.

I confirm that the learner has achieved the Learning Outcome(s) and met the Assessment Criteria evidence requirements for this unit.

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Assessor name: *Rosie Clements*

Assessor signature: *RC Clements*

Date *24/10/2010*

SAMPLE