**Level 1 & 2 Functional Skills Qualification in English (RFSE1 and RFSE2)**

**Speaking, Listening and Communicating / Invigilation Declaration Form**

Please complete and return this form when applying for qualification approval for Skillsfirst Level 1 and 2 Functional Skills Qualification in English to confirm your centre understands its responsibilities with regards to delivering Speaking, Listening and Communicating and the administration and invigilation of Skillsfirst Functional Skills exams effective from 1st September 2019.

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| **Centre name:** |  | | |
| **Centre number:** |  | | |
| **Speaking, Listening and Communicating (SLC)** | | | |
| **Please tick to confirm the following ✓** | | **Yes** | **No** |
| 1. You have received the SLC video and supporting assessment documentation. | |  |  |
| 1. You understand all current staff involved with the delivery of SLC must have viewed the video prior to assessment of any learners takes place. | |  |  |
| 1. You understand your centre has a responsibility to ensure all new staff involved with the delivery of SLC (after approval) must view the video prior to assessment of any learners taking place. | |  |  |
| 1. Will your centre be using the sample SLC tasks provided by Skillsfirst? | |  |  |
| 1. If you answered **Yes** to Q4, you understand if your centre intends to develop your own SLC tasks in the future, you are aware these must be approved by Skillsfirst prior to using them *(NB: please refer to the Functional Skills English Handbook for further information).* | |  |  |
| 1. If you answered **No** to Q4, you understand you must submit all centre devised SLC assessment tasks to Skillsfirst for approval prior to using them. Please note, there is a fee of £300 + VAT per centre devised assessment task. | |  |  |

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| **Administration and invigilation of Functional Skills exams (paper-based and on-screen)** | | | |
| **Please tick to confirm the following ✓** | | **Yes** | **No** |
| 1. You understand no tutor of a Functional Skills qualification can be involved in the administration\* of the assessment materials for level 1 and 2 exams in that subject, regardless of the level they teach for both paper-based and on-screen exams.   *\*’Administration’ includes registration, initial receipt of confidential materials, secure storage, movement and preparation of materials for scheduled assessments, secure storage and return of materials to Skillsfirst after scheduled exams are completed.* | |  |  |
| 1. You understand a Functional Skills subject tutor must not be involved in the invigilation of that subject even if they have not taught those learners (i.e. a Functional Skills English tutor must not invigilate any Functional Skills English exam and a Functional Skills Maths tutor must not invigilate any Functional Skills Maths exam, regardless of the level they teach). | |  |  |
| 1. You understand invigilation must not be carried out by the learners Assessor (for their main aim / RQF qualification(s)), or any other staff member with a vested interest in the result of the exam/assessment. This role must be carried out by an independent person. | |  |  |
| 1. You understand all Functional Skills exams, both paper-based and on-screen, must be carried out in an exam room, under strict examination conditions and in line with Skillsfirst Instructions for Conducting Functional Skills exams, **NOT** in a public place. | |  |  |
| **Name:** |  | | |
| **Role:** |  | | |
| **Signed:** |  | | |
| **Date:** |  | | |