VQF 648
Academic Year 2021-22

BTEC Level 2 Teamwork and Personal Development in the Community
Unit 2: Developing Effective Communication Skills

For completion by the VQ Officer or an appropriate assessor

CVQO registration number:	**VQ**
Learner name(CAPS):	

This form can provide evidence that the learner has completed Activity 1 and has:

- Used effective listening skills to fully understand the information given
- Used verbal and non-verbal communication techniques to effectively communicate with others
- Used language/terminology that is clear and concise, adapting it to meet identified needs of others

Please provide details of a scenario or situation where the learner has been able to communicate effectively with others.

Did they used effective listening skills? Did they use verbal and non-verbal communication techniques to effectively communicate with others? Did they use appropriate language/terminology?
Please provide details:

Learner comment:			
Learner signature:		Date:	

Tutor signature:	*"I confirm that this is a true and accurate account"*		
Tutor name (CAPS):			
Job role:		Date:	

When completed this tutor testimony must be passed to the learner. The learner can then sign, date and comment on your feedback and submit it with their work.