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VQF 648

Version 3.2

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

Witness statement - for completion by the VQ Officer or an appropriate assessor

Reference:	**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.

Continued over the page...

Did they use 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:*

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

Learner comment:			
Learner signature:		Date:	

When completed, this witness statement must be passed to the learner. The learner should then sign, date and comment on your feedback. The completed form must be submitted at the same time as the learner's work.