

**WELSH BACCALAUREATE QUALIFICATION  
KEY SKILLS EVIDENCE SHEET  
COMMUNICATION: LEVEL 1**

You must ✓ each box to show you can do the activity shown. When you have finished the sheet, please sign it then give it to your teacher or tutor for them to sign that you have really done this work.

I have shown that I know how to:

<b>DISCUSS</b>	<b>Tick</b> ✓
• <i>prepare for the discussion so that I can say things that are relevant</i>	
• <i>judge when to speak and how much to say</i>	
• <i>say things that suit the purpose of the discussion</i>	
• <i>speak clearly in ways that suit the situation</i>	
• <i>listen carefully and respond appropriately to what others say</i>	
• <i>use body language to support what I am saying and to show I am listening</i>	
<i>What activities did you take part in to achieve the above?</i>	

<b>READ AND OBTAIN INFORMATION</b>	<b>Tick</b> ✓
• <i>identify the main points and ideas in different types of document</i>	
• <i>obtain information from images</i>	
• <i>find out the meanings of words and phrases I do not understand</i>	
• <i>ask others when I am unclear about what I have read</i>	
<i>What activities did you take part in to achieve the above?</i>	

<b>WRITE DOCUMENTS</b>	<b>Tick</b> ✓
• <i>use different formats for presenting information</i>	
• <i>judge the relevance of information and the amount of detail to include for my purpose</i>	
• <i>use relevant images to help the reader understand my main points</i>	
• <i>proof-read and where necessary, re-draft my documents so that:</i> - <i>words are spelled correctly;</i> - <i>sentences are marked by capital letters, full stops, question marks;</i> - <i>my writing is organised into paragraphs where appropriate;</i> - <i>my meaning is clear.</i>	
<i>What activities did you take part in to achieve the above?</i>	

**Student Signature:** ..... **Date:**.....

**Teacher Authentication:** ..... **Date:**.....

**WELSH BACCALAUREATE QUALIFICATION  
KEY SKILLS EVIDENCE SHEET  
APPLICATION OF NUMBER: LEVEL 1**

You must put a ✓ in each box to show if you can do the activity shown. When you have finished the sheet, please sign it then give it to your teacher or tutor for them to sign that you have really done this work.

I have shown that I know how to:

<b>INTERPRET INFORMATION</b>	<b>Tick</b> ✓
• obtain the information needed to meet the purpose of the task	
• obtain information from a range of sources including a chart, graph or diagram	
• read and understand numbers and scales	
• identify suitable calculations to get the results you need	
What activities did you take part in to achieve the above?	

<b>CARRY OUT CALCULATIONS</b>	<b>Tick</b> ✓
• carry out calculations to the levels of accuracy given	
• work with amounts, sizes, fractions, percentages, areas, volume, scales, proportion as appropriate	
• handle statistics using mean and range	
• check results make sense	
What activities did you take part in to achieve the above?	

<b>INTERPRET RESULTS &amp; PRESENT FINDINGS</b>	<b>Tick</b> ✓
• choose suitable ways to present information	
• use more than one way of presenting information	
• present findings clearly using a graph or a chart	
• describe what the results show	
What activities did you take part in to achieve the above?	

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**WELSH BACCALAUREATE QUALIFICATION  
KEY SKILLS EVIDENCE SHEET  
ICT: LEVEL 1**

You must ✓ each box to show you can do the activity shown. When you have finished the sheet, please sign it then give it to your teacher or tutor for them to sign that you have really done this work.

I have shown that I know how to:

<b>FIND INFORMATION</b>	<b>Tick</b> ✓
• <i>find information including information electronically stored</i>	
• <i>choose information relevant to the task</i>	
• <i>use search facilities</i>	
• <i>confirm the purpose of the work</i>	
• <i>identify sources and types of information relevant to the purpose</i>	
<i>What activities did you take part in to achieve the above?</i>	

<b>DEVELOP INFORMATION</b>	<b>Tick</b> ✓
• <i>enter information (text and number)</i>	
• <i>import information or images</i>	
• <i>copy text, images and numbers</i>	
• <i>change the format of information</i>	
• <i>save information so that it can be found easily</i>	
<i>What activities did you take part in to achieve the above?</i>	

<b>PRESENT INFORMATION</b>	<b>Tick</b> ✓
• <i>use appropriate layouts for presenting information</i>	
• <i>use a consistent style of presentation</i>	
• <i>edit work to ensure it is accurate and fit for purpose</i>	
<i>What activities did you take part in to achieve the above?</i>	

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**WELSH BACCALAUREATE QUALIFICATION  
KEY SKILLS EVIDENCE SHEET  
WORKING WITH OTHERS: LEVEL 1**

You must ✓ each box to show you can do the activity shown. When you have finished the sheet, please sign it then give it to your teacher or tutor for them to sign that you have really done this work.

**Confirmed I understood the given objectives for working together:**

<b>CONFIRMED I UNDERSTOOD THE GIVEN OBJECTIVES FOR WORKING TOGETHER</b>	<b>Tick ✓</b>
• understood what we set out to achieve and the implications of working one-to-one and in a group or team	
• identified the tasks to be done and deadlines	
• identified the help, materials, equipment and/or tools needed	
• identified my responsibilities and i.e. tasks, health and safety	
• showed respect for each other's rights, ideas and contributions	
• understood the arrangements for working together and who to ask for help	
<i>What activities did you take part in to achieve the above?</i>	

<b>WORKED WITH OTHERS TO ACHIEVE THE GIVEN OBJECTIVES</b>	<b>Tick ✓</b>
• had what I needed to carry out the tasks and met my responsibilities	
• worked safely to avoid accidents, offending others or disrupting their work	
• followed the working methods given	
• communicated with others to check progress, ask for help and offered support to others	
• provided information to assist with a task and help overcome any disagreements or other problem.	
<i>What activities did you take part in to achieve the above?</i>	

<b>IDENTIFIED WAYS I HELPED AND HOW TO IMPROVE WORKING WITH OTHERS</b>	<b>Tick ✓</b>
• identified what went well and less well when working with others including working relationships	
• identified how I helped to achieve things together and offered support to others	
• suggested ways to improve how I work with others in future.	
<i>What activities did you take part in to achieve the above?</i>	

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**WELSH BACCALAUREATE QUALIFICATION  
KEY SKILLS EVIDENCE SHEET  
IMPROVING OWN LEARNING AND PERFORMANCE: LEVEL 1**

You must ✓ each box to show you can do the activity shown. When you have finished the sheet, please sign it then give it to your teacher or tutor for them to sign that you have really done this work.

When working with my teacher or tutor I:

<b>CONFIRMED MY TARGETS AND HOW I WAS TO MEET THEM</b>	<b>Tick</b> ✓
• made sure I understood what was meant by targets, action points and deadlines	
• set targets that showed what I wanted to achieve in my learning, work or personal life and how	
• knew how to receive the support I needed including reviewing my progress.	
<i>What activities did you take part in to achieve the above?</i>	

<b>USED MY TARGETS TO HELP IMPROVE MY PERFORMANCE</b>	<b>Tick</b> ✓
• used different ways of learning that suited me best e.g. learning through pictures/diagrams, reading/talking/writing, listening to others, watching, or doing something practical	
• acted on any changes suggested by my teacher or tutor	
• used support given by others to help meet my targets.	
<i>What activities did you take part in to achieve the above?</i>	

<b>REVIEWED MY PROGRESS AND ACHIEVEMENTS</b>	<b>Tick</b> ✓
• gave my opinions on what and how I learned and what went well and less well	
• checked if I had achieved what I set out to do and identified my achievements	
• know what I need to do to improve the quality of my work and the way that I do it in future	
<i>What activities did you take part in to achieve the above?</i>	

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**WELSH BACCALAUREATE QUALIFICATION  
KEY SKILLS EVIDENCE SHEET  
PROBLEM SOLVING: LEVEL 1**

You must ✓ each box to show you can do the activity shown. When you have finished the sheet, please sign it then give it to your teacher or tutor for them to sign that you have really done this work.

When working with my teacher or tutor I:

<b>CONFIRMED I UNDERSTOOD THE PROBLEM GIVEN AND THE WAYS TO TACKLE IT</b>	<b>Tick</b> ✓
• checked I understand the problem and how it might effect other people	
• checked that I knew how and when the problem would be solved	
• came up with different ways of tackling the problem	
<i>What activities did you take part in to achieve the above?</i>	

<b>CONFIRMED WHAT I DID TO SOLVE THE PROBLEM</b>	<b>Tick</b> ✓
• helped decide how to solve the problem by identifying material, equipment and the methods of working	
• checked any health and safety issues	
• identified what to do when things went wrong	
• used support to help tackle the problem	
<i>What activities did you take part in to achieve the above?</i>	

<b>CHECKED WHETHER THE PROBLEM HAD BEEN SOLVED AND HOW TO IMPROVE PROBLEM SOLVING</b>	<b>Tick</b> ✓
• understood and used the methods given for checking that the problem had been solved	
• identified clearly what went well and less well when tackling the problem	
• know what I need to do to improve my problem solving skills in future at each stage	
<i>What activities did you take part in to achieve the above?</i>	

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