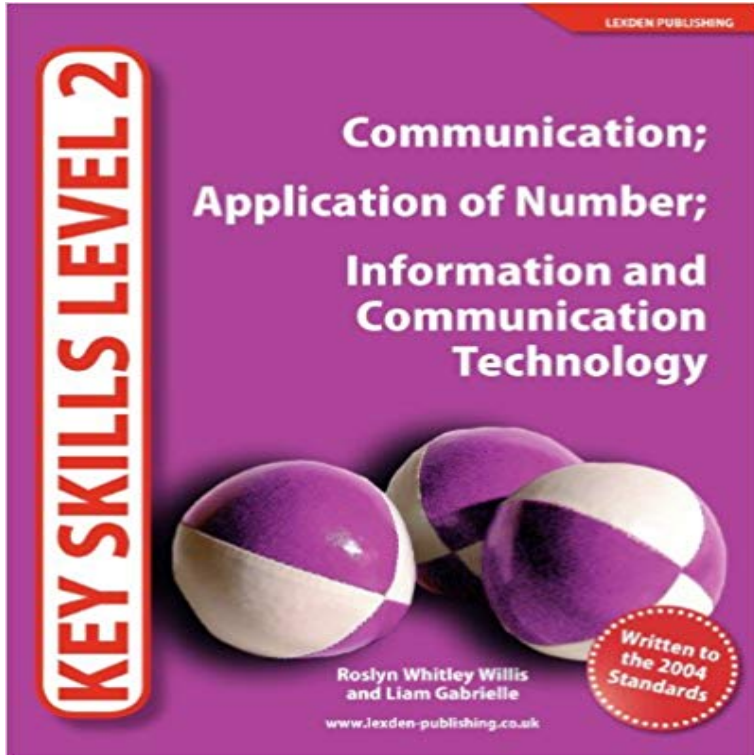


Key Skills Level 2: Communication; Application of Number; Information and Communication Technology



This textbook provides all age groups studying Key Skills with comprehensive coverage of the skills required to pass the three mandatory Key Skills at Level 2. Written to the latest 2004 Standards, it provides students with the information and guidance they need to understand the three Key Skills and includes practical exercises to reinforce learning. This publication: * provides advice on each of the Key Skills and explains how to gain the Key Skills qualification; * provides Reference Sheets that are an invaluable resource to prepare and aid students for the Part A Tasks and End Assessment questions; * includes Part A Tasks to practise that will boost confidence and help students produce work at the right level and put together a Portfolio of Evidence; * includes practice End Assessment questions providing examples of the type of questions that are likely to appear on an End Assessment paper. The Authors Roslyn Whitley Willis is a Key Skills consultant and runs Key Skills practitioners qualifications which educate Key Skills staff in how to deliver, assess and verify Key Skills as well as gain a Key Skills professional qualification up to, and including, Level 4 Key Skills. She has worked on a number of Key Skills-related projects for the Learning Skills and Development Agency, training agencies and also within higher education which enabled staff to embed all six Key Skills, up to Level 4, into degree, foundation degree, teaching and other professional qualifications. Roslyn has taught, assessed and been an Internal Verifier for each of the Wider Key Skills, together with the Mandatory Key Skills; Communication and Information and Communication Technology. Liam Gabrielle has a BA (hons) degree in Post Compulsory Education, Certificate in Education, Assessor and Verifiers qualification and Key Skills Practitioners qualification. He has taught Key Skills for

six years and specialises in Application of Number and has also taught Information and Communication Technology and Communication to Level 3. Liam has also worked and taught in Basic Skills for three years and is a qualified Level 4 Numeracy Subject Specialist in Basic Skills numeracy.

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