

Essential Skills Wales

Essential Employability Skills (EES)

Level 2 Controlled Task

Candidate Pack

Charity Fundraising

Sample 2.1
Specimen Assessment Material

Candidate name:
Candidate number:
Unique Learner Number (ULN) (<i>if applicable</i>):
Date registered for EES with awarding body:
Centre name:
Centre number:

You have up to **5 hours in total** to complete this controlled task, although that time can be split over a number of sessions.

Details of when each session started and ended **must** be recorded below

Date controlled task started:							
Date controlled task completed (<i>no more than eight weeks later</i>):							
Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>
<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>
Total time spent:							

If more than eight sessions are required, any further dates/durations should be recorded on a separate sheet.

Produced jointly by the four Essential Skills awarding bodies:

Agored Cymru
City & Guilds
Pearson
WJEC



This task pack contains a scenario and a set of instructions. It also contains guidance for the structured discussion you will need to have with your assessor after completing this task.

- Make sure you read through the scenario and instructions carefully before you start.
- You will be supervised throughout your time working on this task, although during that time you can use most of the equipment that would normally be available to you in a real-life situation (this may include accessing the internet).
- All work submitted must be **entirely** your own. You are not allowed to be given any help with the skills that are being assessed through this controlled task.
- Make sure you hand in all of your work at the end of **each** session. You are not allowed to take any task materials away with you, or have access to these between sessions.
- Make sure you **sign the declaration** at the back of this pack at the end of your final session working on this task.
- It is recommended that size of your team should be between 3-5 members.

Structured Discussion:

- Once you have completed your task you will take part in a Structured Discussion with your assessor.
- You will discuss the task that you have completed and how you and the team performed.

IMPORTANT:

You must record evidence of both your individual and team contribution throughout the task.

Task instructions: Charity fundraising

Scenario

Most charities depend on donations made by the public. Charities are in competition with each other for these donations and need to use innovative methods to encourage people to support them.

Your team has been asked, by a local animal shelter, to encourage people to support it.

In order to complete the task there are a number of things your team needs to consider:

- the work of the animal shelter
- different ways the public can support charities, such as by taking part in a fun run or donating clothes and other items
- the best method to encourage the public to support the animal shelter.

In this task you will be using the information you have found, together with your problem solving skills. As a team decide how you will support the charity and the best method to encourage people to support it. Prepare to present this solution to representatives of the animal shelter.

Examples of ways your team may present the information may include:

- presentation
- talk
- storyboard
- audio/visual
- webpage/blog/vlog.

What you need to do:

You will be working in a team. However, you must show how you have taken part at every stage. You must demonstrate and record effective personal, organisational, self-management and team working skills throughout the whole task e.g.

- collaboration
- commitment
- taking responsibility
- relationship management
- managing conflict
- resilience.

Record how you have done this.

Part 1 - Identify:

On your own:

- Identify and describe the main purpose of the task and any underlying issues.

In your team:

- Identify and briefly describe underlying issues and what you need to do to complete the task.

Part 2 - Generate:

On your own:

- Generate at least 3 ideas for the best ways to encourage people to support the animal shelter. Make sure you record these ideas.

In your team:

- Bring together these ideas and identify creative approaches that could be used to develop the ideas further.

You are going to be making decisions.

- Describe and compare at least two different decision making techniques.
- Select an effective decision making technique to use in this task. You will use this technique in Part 3.

Part 3 – Refine:

In your team:

- You must assess the suitability of at least three of your ideas.
- Use your chosen decision making technique to agree on one of these ideas.
- Describe the strengths and weaknesses of the chosen idea.

Part 4 - Plan:

In your team:

Create and organise a plan to encourage people to support the animal shelter.

- When constructing your organised plan, you need to:
 - set SMART targets
 - describe the activities to help you achieve your SMART targets
 - identify specific resources
 - identify arrangements to review the plan
 - prepare to present the outcome to representatives of the animal shelter.

During the planning process:

- identify and describe roles and responsibilities needed to address the task
- define the strengths and skills required for all roles
- each team member must explain their own personal strengths, skills and attitudes
- negotiate and agree appropriate roles and responsibilities for all team members.

Part 5 – Carry out the Plan:

Each team member will demonstrate that they have followed the plan to carry out the responsibilities of their allocated role and made changes where appropriate.

You must apply effective personal and team working skills throughout the whole task e.g.

- collaboration
- commitment
- taking responsibility
- relationship management
- managing conflict
- resilience.

Part 6 - Present:

To complete the task, bring together each team member's work and present this in an organised way.

The Structured Discussion can take place outside of the allocated time for the Controlled Task and after the eight week working period. This should take no longer than 30 minute.

You must prepare for the discussion and submit any notes made.

Your assessor will talk to you about the task you have completed.

Your assessor may also discuss how you have:

- reflected on and reviewed the information gathered, the decisions made and the outcome of the task
- described strengths and weaknesses of the decisions made during the task
- reflected on and reviewed the planning and organisation skills used during the task
- described strengths and weaknesses of the planning and organisation skills used during the task
- reviewed the creative processes used during the task
- reflected on what went well and suggest improvements
- reviewed the personal and team working skills used during the task
- reflected upon own contribution to the task.

Declarations

The candidate and assessor declarations **must** be completed.

Candidate name: _____

Candidate declaration:

I confirm that this is entirely my own work and it was completed in the times stated on the front cover.

Candidate _____ signature __ Date _____

For centre staff and awarding body use only

Assessor declaration:

I confirm that this candidate has met the standard required for the controlled task. The controlled task was conducted under the specified conditions and completed within the working period and working time requirements.

Assessor signature _____ Date _____

Internal quality assurer (IQA) declaration:

(if sampled)

I have internally quality assured this work and confirm that the standards have been met.

IQA signature _____ Date _____

External quality assurer (EQA) declaration:

(if sampled)

I have externally quality assured this work and confirm that the standards have been met.

EQA signature _____ Date _____