

Achievement Record

iUCO77 – Salon reception duties

All units will require an Achievement Record to be completed by the lecturer for each learner. This achievement record will need to be kept by the centre and may be sampled by the external quality assurer on their visit.

Learner name: _____

Learner number: _____

Centre name: _____

| | Please tick box: | Yes | No | Comments |
|--|------------------|-----|----|----------|
| External theory examination - MCQ | | | | |
| Portfolio of evidence containing: <ul style="list-style-type: none">• Performance evidence x 3 | | | | |

Please note; each box must be ticked '**Yes**' in order to gain a pass grade. If any area is answered '**No**' the assessment will be referred until the omitted section is completed.

Learner signature: _____ **Date:** _____

Lecturer name: _____

Lecturer signature: _____ **Date:** _____

IQA name (If sampled): _____

IQA signature (If sampled): _____ **Date:** _____

EQA name (If sampled): _____

EQA signature (If sampled): _____ **Date:** _____

Document History

| Version | Issue Date | Changes | Role |
|---------|------------|-----------------|------------------------------|
| v1 | 30/09/2019 | First published | Qualifications Administrator |
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