

Assignment Assessment Form

iUCO62 – Promote and sell products and services to clients

Instructions:

- Assessors must use this form to evaluate Learners' submitted evidence, which may be a combination of some or all of the types listed below. Please indicate with a ✓ which source of information was submitted and accepted, and indicate with an × evidence submitted but not accepted
- Learners may re-submit evidence for further evaluation at any stage of their course in order to achieve success
- When all evidence has been submitted and accepted Assessors must place a ✓ in the Assignment Completed box. This indicates a pass mark
- The form must be placed with the project evidence for ITEC external verification purposes

	Written Word	Chart	Other Pictorial Presentation	Date Accepted
Selling opportunities				
Methods of effective communication				
Buying signals and the management of client expectations				
Product and service knowledge				
Stages of the sales process and the timing of sales				
Benefits of promoting products and services				
Legislation governing the sale of products and services				
Evaluation of selling techniques and the promotion of products and services				
Assignment Completed				Pass

Learner name: _____

Learner signature: _____ **Date:** _____

Lecturer/Assessor name: _____

Lecturer/Assessor signature: _____ **Date:** _____

Internal Quality Assurer name: _____

Internal Quality assurer signature: _____ **Date:** _____

External Quality Assurer name: _____

External Quality Assurer Signature: _____ **Date:** _____
(if sampled)

Document History

Version	Issue Date	Changes	Role
v1	01/10/2019	First published	Qualifications Administrator