

Assignment Assessment Form

iUCO64 – Salon management

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 report	Chart	Diagram	Graph	Other Pictorial Presentation	Date Accepted
Operational objectives for management of products and services						
Management and organisation <ul style="list-style-type: none"> • Employment opportunities/job roles • Workforce planning – staffing requirements • Additional professional services required 						
Recruitment methods and processes						
Staffing costs						
Employment legislation						
Method of retaining and motivating staff						
Training, appraisals and continuous staff development						

Factors influencing working relationships						
Methods and procedures used for stock control						
Methods of improving working practices and increasing revenue						
Assignment completed					Pass	

Learner name: _____

Learner signature: _____ **Date:** _____

Lecturer/assessor name: _____

Lecturer/assessor signature: _____ **Date:** _____

Quality assured name: _____

Quality assured signature: _____ **Date:** _____

External examiner/verifier's name: _____

External examiner/verifier's signature: _____ **Date:** _____
(if sampled)

Document History

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