Assignment Brief & Record Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Unit title & code: |  | Qualification title & code: |  |
| Learner name: |  | Assessor name: |  |

|  |  |  |
| --- | --- | --- |
| Learner declaration: I certify that the evidence submitted for this assignment is my original work, and not copied from any other source. I have clearly referenced any sources used in the work and understand that a false declaration is a form of plagiarism. | Learner’s signature: | Date: |
|  |  |

|  |  |  |
| --- | --- | --- |
| Unit overview: |  | |
| Task description: | | What your tutor is looking for: |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

| Unit Assessment | | | |
| --- | --- | --- | --- |
| Learning outcome: The learner will… | Assessment criterion: The learner can… | Merit: In addition to the pass criteria, the learner can… | Distinction: In addition to the pass and merit criteria, the learner can… |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| Unit Assessment | | | |
| --- | --- | --- | --- |
| Learning outcome: The learner will… | Assessment criterion: The learner can… | Met? (Y/N) | Comments: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Unit Completed? (Y/N) |  | Outcome agreed? (Y/N) |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Signature | Print name | Date |
| Assessor |  |  |  |
| Internal Quality Assurer |  |  |  |