

Assignment Assessment Form

iUCT34 – Business Practice for Complementary Therapies

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	Spider Diagram	Other Pictorial Presentation	3D Model	Date Accepted
Mission statement						
Market research						
Competitor analysis						
Premises/location						
Corporate image and design – marketing and publicity material, business stationery						
Products, services and prices						
Fixed and variable costs						
Staffing requirements and employment opportunities						
SWOT analysis						
Risk analysis						
Marketing and publicity						
Finance – start up and running costs						
Additional professional services						

Legal requirements						
Security and data protection						
Customer service and communication						
				Assignment Completed	Pass	

Learner name: _____

Learner signature: _____ Date: _____

Lecturer/assessor name: _____

Lecturer/assessor signature: _____ Date: _____

External examiner/verifier's name: _____

External examiner/verifier's signature: _____ Date: _____

(if sampled)

Document History

Version	Issue Date	Changes	Role
v1	09/10/2019	First published	Qualifications and Regulation Co-ordinator
v2	13/01/2020	Reduced size	Qualifications and Regulation Co-ordinator