



AA

ITEC Level 2
Assignment Assessment Form
Unit 611 Salon Reception Duties

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 X 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

Unit 611 Salon Reception Duties	Written word	Chart	Other pictorial presentation	Date accepted
Face to face and telephone conversations				
What type of questioning to use				
Personal behaviour				
Professional personal presentation				
Data protection and storage of information				
Timings and costs				
How to keep payments safe and secure				
What type of problems may occur				

Assignment Completed – Pass ☐

Learner's Name..... Lecturer's/Assessor's Name Quality Assured by Name.

Learner's Signature..... Lecturer's/Assessor's Signature Quality Assured by Signature

Date..... Date

External Examiner's/Verifier's Name External Examiner's/Verifier's Signature Date