**Guidance notes:** This form must only be used to identify an **individual** learner’s activity against the assessment requirements. The contents should not be copied and pasted for other learners even if others completed the same activity.

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| --- | --- |
| **Qualification** |  |
| **Component** |  | **Standard** |  |
| **Name of witness** |  |
| **Job role** |  |
| **Name of learner** |  |

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| **Task overview** |
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| **Description of learner activity** |
| Detailed and specific description of how the learner carried out the task(s). The witness should describe exactly what the learner did, said and how they behaved. |
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| **Witness signature** |
|  | Date |  |

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| **Assessment decision (to be completed by the assessor)** |
| This statement evidences that the learner has met the following assessment requirements |
| Assessor signature |  | Date |  |
| Learner signature |  | Date |  |