



How to sign off criteria

Step 1: On the assessor dashboard, open the learner chevron and click on the relevant portfolio.

Dashboard navigation: Activity library, CPD, **Dashboard**, Employer, Join session, Learner, Reports, Resources, Sessions, Profile, Support

Welcome, Assessor Smith (AS) - Learner's list for your role as Primary Assessor

Home / New Assessor Dashboard

Welcome Assessor Smith - Your Assessor Dashboard

View As: Primary Assessor=8, Secondary Assessor=1, Lead Assessor=0

Search Learners: [input] Filter

Refresh dashboard, Go to legend

Grouping: [dropdown]

Expand All

Portfolio	On/Off Track	Course Name	Units	IQA Reports	Progress Map	Next Session Date	Progress	Actions
		50087009-50087009 Edexcel Level 1 Functional Skills in English	Unit 1 Unit 2 Unit 3			13/11/2015 08:00 General	0% 46% 80%	
		60001082-60001082 C&G Level 3 Certificate in Preparing to Work in Health and Social Care	Unit 301 Unit 302 Unit 303 Unit 204 Unit 206 Unit 304 Unit 305 Unit 306 Unit 307			13/11/2015 08:00 General	0% 3% 75%	
		6012653X-6012653X C&G Level 2 Diploma in Work-based Agriculture	Unit 201 Unit 202 ✓ Unit 203 Unit 204 Unit 206 Unit 210 Unit 235 Unit 236 Unit 240 Unit 253 Unit 255 Unit 259 Unit 380 Unit 381 ✓			13/11/2015 08:00 General	13% 53% 34%	

Step 2: Click on the "Upload Work" icon.

Overview | 50087009 Edexcel Lev... | 6012653X C&G Level 2... | 60001082 C&G Level 3...

Welcome Hilary Indigo

Progress

Upload Work

Units

Learning Plan

Resources

Files From Course

Create a CV

Progress Map



6012653X C&G Level 2 Diploma in Work-based Agriculture Create Group

Group	ID	Evidence Name	Description	AFB	Date Uploaded	Size	ES	Type	Assessment	Grade	Unit 1	Unit 2	Unit 3	Actions
	9248	delthumbs121120151129.pdf			12/11/2015 11:30:31 AM	849.33KB					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	9247	Weekly Diary week 20 - Weekly Diary week 20	Located in paper po...		12/11/2015 11:03:36 AM	0B		PE			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	9245	Support Ticket (1).docx			12/11/2015 11:00:38 AM	144.75KB					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	9244	TEST121120151031.docx	TEst evidence for S...		12/11/2015 10:38:29 AM	11.24KB		DO, PS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	9242	TEST121120150933.docx			12/11/2015 09:33:32 AM	11.24KB					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	9241	Testo2 ipad.jpeg	Testing		12/11/2015 07:01:12 AM	2.21KB		DO			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step 3: Click on the green tick on the piece of evidence you want to sign off.

Unit CU3923 - Manage the Payment Transaction Process in a Retail Environment

Assessment method	Count	Assessment method	Count
DD-Direct Observation	0	ET-Exams and tests	0
WT-Written Testimony	1	RA-Reflective Account	0
PE-Product Evidence	0	OT-Other	0
QA-Questioning & Answers	0	APL/NPL-Recognised Prior Learning	0
PS-Personal Statement	0	SI-Simulation	0
DI-Discussion	0		

Select All PC's Select All

Map	Be able to monitor payment transaction processing in a retail environment	Gap	Comment	Sign Off
<input checked="" type="checkbox"/>	1.1- Explain the aims that define practices and procedures are designed to achieve	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	1.2a- Monitor the way staff process payment transactions, ensuring they are processed - a) in line with organisational processing requirements	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	1.2b- Monitor the way staff process payment transactions, ensuring they are processed - b) in ways that attempt to maintain goodwill	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1.3- Perform checks to ensure that equipment is providing information concerning payment transactions that is - a) up to date b) accurate	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1.4a- Follow organisational procedures to take action to resolve any instances of - a) payment transaction processing not meeting organisational processing requirements	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1.4b- Follow organisational procedures to take action to resolve any instances of - b) payment transactions not being processed in ways that attempt to maintain goodwill	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	1.4c- Follow organisational procedures to take action to resolve any instances of - c) out of date or inaccurate information	<input type="checkbox"/>		<input type="checkbox"/>
Map	Be able to manage the operation of payment points in a retail environment	Gap	Comment	Sign Off
<input checked="" type="checkbox"/>	2.1- Perform checks to ensure that staff set up and operate payment points in line with organisational procedures	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	2.2- Resolve any operational problems with payment points when within own authority to do so	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	2.3- Monitor the way that payments are handled, ensuring that staff are following organisational procedures	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	2.4- Develop contingency plans to deal with unexpected problems at payment points	<input type="checkbox"/>		<input type="checkbox"/>

Save and continue

Step 4: Tick which criteria you wish to sign off. The evidence should be mapped against the performance criteria first.

Then Save and return.



If you have signed off all performance criteria in a unit, you will then be able to see this has populated your digital signature and date in the unit overview page.

You can access this by clicking on the unit Number/Title.

Assessment Documents
Assessment Documents are not available.

Evidence Requirement Description
Evidence Requirement Description not found

Unit Start Date: [] Expected Unit Completion Date: []

Unit Progress
[Progress bar]

What you need to know [] What you need to cover [] What you need to do []

Show/Hide Assessment Methods Covered

Unit CU3878 - Hand-process Fish in a Retail Environment

Ref No	Evidence Documents	Evidence Name	Evidence Description	Assessment Method	Grade	Date Set	Date Due	Date Uploaded	Sign off all criteria	LO1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8
9076		Learner Observation.jpg	Learner Observation on 19/06/2013	DO	[]	19/06/2013		19/06/2013 10:06	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9075		Witness Tetimony.pdf	this is a witness testimony from the learners manager	WT	[]	19/06/2013		19/06/2013 10:06	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Row Save

Role	Confirmation Statement	Please tick when completed	Signed off by	Dated
Learner	I confirm that this unit is complete and the evidence provided is a result of my own work	<input type="checkbox"/>		
Assessor	I confirm that the learner has demonstrated competence by satisfying all the skills and knowledge for this unit, and has been assessed according to requirements of the qualification.	<input checked="" type="checkbox"/>	Assessor Smith	19/06/2013
Lead assessor Countersignature (if required)	I confirm that the learner has demonstrated competence by satisfying all the skills and knowledge for this unit, and has been assessed according to requirements of the qualification.	<input type="checkbox"/>		
Employer	I can confirm that the evidence I have checked as an employer meets the standards.	<input type="checkbox"/>		
Internal Quality Assurer	I can confirm that the evidence I have sampled as an Internal Quality Assurer meets the standards.	<input type="checkbox"/>		
External Verifier	Verified as part of External QA Visit.	<input type="checkbox"/>		

Assessor, IQA or EV-Lock
Admin, Super Admin-Unlock

Unit locked from change.