Chartered Trading Standards Institute qualifications

Form assess 2
Version 1: March 2019

SKILLS SUMMARY MATRIX
Module C - Information

Generic Skills

Candidate Name:	Assessor Name:	Verifier Name:
	Date of Assessments: Assessor logs all their assessments date here, **REMEMBER** - at least 3 dates are required for each task.	Sampling Dates: This where the verifier will log their sampling dates.
Authority:		

This identifies the source of your evidence and ensures you have completed the required activity

Remember to list ALL types of evidence including observations, witness testimonies & questioning along with work-based. Associated information are any letters, emails that -or received.

Evidence Reference	Evidence Descriptor	Performance Criteria																		Required Activities						
		1	2	3	4	5	6													5 interactions with members of the public	5 requests for business advice	2 e-mails, 2letters, 2 telephone conversations 2 face-to-face interactions	5 on-site visits	details of the visit should be recorded	2 initiative-based pieces of work	examine and report o 15 products and services
1	Complaint Record Number 123 plus associated information	X	X		X															1		1	1			
2	Complaint Record Number 456 plus associated information		X	X	X															2		1				
3	Witness Statement	X	X	X																						

Use a simple referencing system, this makes cross-referencing evidence a lot easier . Keep the same reference number throughout the different tasks/portfolios and you will only need to put it in your portfolio once.

These match up with the number of required activity.

EXAMPLE