Evidence Gathering Form

Candidate: Ken D Date  
SVQ Award: Administration 2 – GA3V 22

Observation  
☐ Professional Discussion

Personal Statement  
☐ Oral Questions

Evidence:

Today I observed Ken agree with Sue the aims, objectives and deadline for the information search she had asked him to carry out. Ken identified the sources of information he required to research. He checked for and obtained the information and checked it was suitable for this purpose. Ken met his deadlines for completing the research and identified and selected relevant, valid and reliable data. Ken recorded the data and stored it securely. He made a record of the information sources he had used and got feedback from Sue on what he had researched.

Additional evidence and clarification:

Comments/feedback to candidate:

Candidate Signature: Ken D Date  
Assessor Signature: Anne Assessor  
Date: 29/5/12