EVIDENCE GATHELAINEG FORM	EVIDENCE NO:	
	DATE:	24.10.2018

DIRECT OBSERVATION ☒
QUESTIONS ☐
PRODUCT ☐

REFLECTIVE ACCOUNT ☐

WITNESS TESTIMONY ☐

CANDIDATE NAME:	Elaine Candidate

EVIDENCE - **UNIT S311 – Design and produce documents in a business environment**	Unit, Pls	KE
On 24th October 2018, Elaine showed me a piece of work that she was working on. It involved designing a data base for archiving batch records.		
Elaine took me through the resources she would need, and this included the batch record number, the details behind each batch record, the person who created the batch record and the sign offs.	S311.2	
It was clear to me that Elaine had researched what was required to compile this database because she went through what she needed to include in the database.	S311.3	
Elaine took me through Excel and explained that the reason she wanted to use excel to store the database was because it was easily accessible, and should any other member of staff require access, excel is the most user friendly and all staff know how to use it.	S311.4	
Elaine had a brief relating to how the document should be laid out from a previous, similar project that she had worked on and she worked to this brief.	S311.5	
As Elaine worked through the spreadsheet, she corrected spelling errors.	S311.7	
Elaine saved the spreadsheet using the commands, 'file', 'save as' and gave the document a relevant name, saving it within the QA teams document file.	S311.8	

ADDITIONAL EVIDENCE AND CLARIFICATION

This might be used to record additional questions, or the candidate may use it to write an additional paragraph.		

COMMENTS/FEEDBACK TO CANDIDATE

A good example of asking me to do a direct observation Elaine. Well done!

(If witness testimony used please state who supplied testimony and relationship to candidate)

Witness Signature (*if applicable*):	N/A
Candidate Signature:	
Assessor Signature:	
Date:	