**AQA Unit Award Scheme: Summary/Checklist Sheet**

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| **Name of Setting** | Please Complete | **Centre No** | 6 | 2 | 4 | 2 | 4 |

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| **Unit Title** | **ACTIVELY PARTICIPATING IN AN INTERVIEW PANEL** | **Unit Code** | **108546** |

**\*Dates must be used to record the achievement of each outcome in the columns below**

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| **Student Details** | |
| 1. **attend the pre-question meeting** | 1. **formulate at least five appropriate questions for the candidates from the job description** | 1. **arrive on time for the interview panel** | 1. **attend the interview panel appropriately dressed** | 1. **take appropriate notes during the interview** | 1. **verbalise his/her views of a candidate in an appropriate way to the full interview panel** | 1. **being an active participant during the pre-question meeting** | 1. **being an active participant during the interview panel.** | **Date of Completion** |
| **DoB** | **Name** |
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| **Signed** |  | | **(Worker)** | |
| **Sheet No** |  | **of** |  |
| **Signed** |  | **(AQA Co-ordinator)** | | **Date** | |  |