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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

|  |
| --- |
| **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** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Signed** |  | **(Worker)** |
| **Sheet No** |  | **of** |  |
| **Signed** |  | **(AQA Co-ordinator)** | **Date** |  |