

PUNCH HOLES HERE TO BIND ASSIGNMENT



BMT COLLEGE

Business Management Training College of Southern Africa

ASSIGNMENT COVER SHEET

BMTC FRM5060-01

COMPLETE THE FOLLOWING

Module number <i>e.g. one</i>		Student Number	
Attempt Nr. <i>e.g. 2nd attempt question 3,4.8 & 9</i>		Date Submitted	
Qualification <i>e.g. Business Management</i>			
Module name <i>e.g. Labour Relations</i>			
Full Names			
Surname			

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Date assessed	
Assessor	
Moderator	

Final outcome

COMPLETE THE FOLLOWING

STATEMENT UNDER OATH

I (full names) _____ hereby declare that the attached assignment is a true reflection of my skills, knowledge, attitudes and values. I have studied the relevant lectures and this assignment is based there upon. The evidence compiled in this Portfolio of Evidence was researched, written and collected by me.

Signed at _____ on this
the _____ day of _____ 20__

Signature (Learner)

Signature (Commissioner of Oaths)

Commissioner of Oaths Stamp

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1st attempt (for office use)		2nd attempt (for office use)		3rd attempt (for office use)	
Chapter	Outcome	Chapter	Outcome	Chapter	Outcome
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	

Assessor details

Assessor name and surname:

Constituent Assessor number:

Contact details:

Assessor Signature:

Moderator details

Moderator name and surname:

Constituent moderator number:

Contact details:

Moderator Signature:

COMPLETE THE FOLLOWING

Learner Agreement for Assessment

Information provided <i>(All information provided in study for success)</i>	Information understood		Comments by Learner
	Yes	No	
The key elements of outcomes-based assessments within the context of the NQF.			
The learner responsibilities in the assessment process.			
The assessors responsibilities in the assessment process.			
The assessment process.			
Assessment methods used, activities (assignments) and feedback process.			
The moderation, assessment and appeals policy. <i>(Provided in the study for success guide)</i>			
Access to workplace environment or simulated work environment to gain practical experience.			

List the Unit Standards against which you will be assessed.

Can be found in the beginning of the Programme Manual or Study Guide provided:

*Remember to list **ALL** the Unit Standards in the Module.*

Failure to do so, will result in an incomplete assignment and a Not Yet Competent result.

Unit Standard nr.	Resources Required	Comments by Learner
	As specified in manual	
	As specified in manual	
	As specified in manual	
	As specified in manual	
	As specified in manual	
	As specified in manual	

To pass, you need a mark of **50% PLUS** you need to be found competent against **ALL** assessment criteria of the specific unit standards of the study module. However, if a result of not yet competent (NYC) was found against a specific assessment criteria, you will be notified by the assessor in the Assessment Feedback Form.

You have the right to appeal against the outcome of the assessment of your assignment. Please contact the College if you wish to lodge an appeal. The Assessment Appeals Form will then be forwarded to you. You are also able to download this form from the College website at www.bmtcollege.edu.za.

Rating Description	Rating Code	Symbol	Percentage:
Outstanding	5	A	80 - 100 %
Highly Competent	4	B	70 - 79 %
Competent	3	C	50 - 69 %
Not yet Competent	2	D	40 - 49 %
Not achieved	1	E	0 - 39 %

Below 50% - Fail: The assignment must be repeated

Signature learner:	Date:	
Signature assessor:	Date:	

PLEASE COMPLETE THE FOLLOWING

Check to ensure that you have followed and completed the required tasks listed below before forwarding your ASSIGNMENT to the college:

Make a ✓ next to each task to indicate that you have completed it

Is your entire assignment for the module within this cover?	<input type="checkbox"/>
Is your Assignment cover bound around your answer sheets? Punch holes through the provided marks on the Assignment Cover and bind your assignment accordingly. Your Assignment must look like a book.	<input type="checkbox"/>
Is your name, address and student number clearly displayed on each page of all your answer sheets ?	<input type="checkbox"/>
Did you complete all the review and assignment questions after each unit standard within the entire module?	<input type="checkbox"/>
Have you inserted the Mentor Feedback Forms at the applicable chapters?	<input type="checkbox"/>
<i>For Learners who have received exemption from certain unit standards through RPL (recognition of prior learning):</i> Did you attach the official letter from the College stating the exempted unit standard to the Assignment?	<input type="checkbox"/>
Did you answers the multiple choice questions in the assignment on the provided grid? PLEASE NOTE: No other forms will be excepted as the assignments are marked with a memorandum mask. <i>Not all assignments have multiple choice questions</i>	<input type="checkbox"/>
Did you number each question correctly according the numbers of the questions in the programme manual? Example: <u>Question 1 unit standard 114278.</u> Draw a line beneath each question.	<input type="checkbox"/>
Are your answer sheets typed in a size 12 ordinary font (letter type)? OR those learners with no access to a computer have you written in pen ?	<input type="checkbox"/>
Did you use single sheets, front side only? <i>(Double pages must be cut loose on the sides)</i>	<input type="checkbox"/>
Did you keep a copy of your Assignment? PLEASE NOTE: BMT College will take no responsibility for assignments lost in the post.	<input type="checkbox"/>
Are you sending only the original Assignment for assessment? Please Note: No photocopied, faxed, e-mailed or any other than the original Assignment will be accepted for assessment.	<input type="checkbox"/>
Have your Assignment been certified under oath (at any police station or post office) to be your original work?	<input type="checkbox"/>
Have you completed all sections of this cover where it states: “Complete the Following” , except those within the Dashed Blocks - <i>College Use Only</i> ?	<input type="checkbox"/>

Ensure to Check each one of the task above for compliance:

IF NOT - Your Assignment will NOT BE ASSESSED.

Post the Assignment to:

Assignments: BMT College, Private Bag X100, Bryanston, 2021.

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