



**ITEC Level 3**  
**Unit 385 - Business Practice for Complementary Therapies**  
**Assignment Assessment Form**

**INSTRUCTIONS:**

- Assessors must use this form to evaluate learner' submitted evidence, which may be a combination of some or all of the types listed below. Please indicate with a √ which source of information was submitted and **accepted**, and indicate with an X evidence submitted but **not accepted**
- Learners may re-submit evidence for further evaluation at any stage of their course in order to achieve success
- When all evidence has been submitted and accepted assessors must place a √ in the Assignment Completed box. This indicates a Pass mark
- The form must be placed with the assignment evidence for ITEC external verification purposes

<b>Unit 385 - Business Practice for Complementary Therapies</b>	<b>Written report</b>	<b>Written survey</b>	<b>Chart</b>	<b>Spider diagram</b>	<b>Graph</b>	<b>Other pictorial presentation</b>	<b>3D-Model</b>	<b>Date accepted</b>
Mission statement								
Market research								
Competitor analysis								
Premises/location								
Corporate image and design – marketing and publicity material, business stationery								
Products, services and prices								
Fixed and variable costs								
Staffing requirements and employment opportunities								
SWOT analysis								
Risk analysis								
Marketing and publicity								
Finance – start up and running costs								
Additional professional services								
Legal requirements								
Security and data protection								
Customer Service and communication								

**Assignment Completed – Pass**

Learner's Name..... Lecturer's/Assessor's Name..... Quality Assured by Name .....

Learner's Signature..... Lecturer's/Assessor's Signature..... Quality Assured by Signature .....

Date..... Date. ....

  

External Examiner's/ External Examiner's/  
 Verifier's Name ..... Verifier's Signature ..... Date.....