

Delegate details				
<b>First name:</b>		<b>Surname:</b>		
<b>Date of birth:</b>		<b>Gender:</b>	Male/Female	<b>Title</b> (Dr, Miss, Mr, Mrs, Ms)
<b>Organisation:</b>				
<b>Organisation address:</b>				

Re-submission details			
<b>Course name:</b>			
<b>Units + questions</b>			
<b>Re-submission sent:</b>		<b>Submission deadline:</b>	

**Delegate statement**

I confirm that the portfolio I have submitted is my own work and that I have evidenced all reference sources. I also confirm that I have not copied in part or whole or otherwise plagiarised the work of other persons.

<b>Delegate signature:</b>		<b>Date:</b>	
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**Notes**

- Note 1:** Complete this statement and place in front of your course workbook/s.
- Note 2:** Only include evidence for assessment. **Do not** include course hand-outs, extracts of guidance documents, etc.
- Note 3: Co-ordinators:** Delegates must forward their course work to their organisation's co-ordinator for posting to Xact.
- Note 4: Post:** Co-ordinators must post delegate portfolios to: Xact Training, 3 Abbey Lane Court, Evesham, Worcestershire WR11 4BY. It is recommended that a registered service is used.
- Note 5:** Personal and confidential information is regulated by the Data Protection Act 1998 and will only be used for the purposes for which it has been disclosed.

Xact use only					
<b>Delegate ID:</b>		<b>Course ref:</b>			
<b>Evidence received:</b>		<b>Confirmed:</b>	<b>Name</b>		<b>DOB</b>

**Assessment process**

Details of following policies are available at: [www.xact.org.uk/qualifications/assessment/](http://www.xact.org.uk/qualifications/assessment/)

- Submission Policy
- Assessment Policy
- Malpractice Policy
- Appeals Policy