

Assessment Submission Declaration

Please complete this declaration form for each completed assessment. This should be scanned and submitted as a **.pdf document** using the following naming convention:

Authenticity-Company Name -Learner's Name-Learner's P Number-Qualification Code-Assignment Unit Number

For example: Authenticity-EMP-SmithA-P123456-3A30-303

Explanation of terms

Company Name	To be entered when completing a company based programme
Learner's Name	please use the format Surname and Initials
Learner's P Number	the unique registration number that was issued to you by the CMI following registration. It is an 8 digit number preceded by a P, e.g. P12345678
Qualification Code	Please refer to the CMI Syllabus e.g. 3A30 - Level 3 Award in Principles of Management and Leadership
Assignment Unit Number	Please refer to the CMI Syllabus 303 – Managing Individuals to be Effective in their Role

You should then submit this .pdf declaration with your .doc assessment to: support@empotential.co.uk

Assessment Submission Declaration

Name (Please print): _____

Unit Number: _____

Unit Title: _____

1. Confirmation of own work

I confirm that the above assessment, attached herewith, is all my own work and does not include any work completed by anyone other than myself.

2. Ethical approval

Throughout the programme you will be collecting data, analysing information; this may involve accessing company information, preparing questionnaires and structured interviews amongst other data collection methods. Ethical approval must be obtained prior to starting your research and data collection and this should be via your line/general manager.

I have considered and discussed the above with my line/general manager and accept that I am responsible for ensuring appropriate clearance where necessary.

Participants Name (please print): _____

Participants signature: _____

Date: _____