**Icon

Description automatically generated with low confidence**

**Tracking sheet – Customer Experience**.

The aim of this unit is to develop learners’ understanding of what good customer experience means, how it can be given and why it is important.

**Entry Level 3**

**Learner name Centre name**

|  |  |
| --- | --- |
| **To do this you must** | **Evidence location** |
| 1. Understand features of good customer experience | |
| * 1. State what is meant by customer experience |  |
| * 1. Identify a benefit of delivering consistently high-quality customer experience |  |
| 1. Understand customer needs and how different organisations try to meet them | |
| * 1. Give an example of an organisation and the service/products they offer |  |
| * 1. Give examples of how an organisation delivers a good customer experience |  |
| * 1. Identify ways an individual member of staff can deliver a good customer experience |  |
| * 1. Identify ways of gathering customer feedback |  |
| 1. Be able to review examples of customer service | |
| * 1. Give an example of a time you have received good customer service |  |
| * 1. Give an example of a common customer complaints |  |
| * 1. Identify how to respond to a customer complaint |  |
| **Assessor feedback** | |
|  | |
| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | |