**MARK SHEET –Facilitating action learning**

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| **Centre Number :** |  | **Centre Name :** |  |
| **Learner Registration No :** |  | **Learner Name:** |  |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET** Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass’ **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).** Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | 1. **Learner named above confirms authenticity of submission.**
2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation.  By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**

**However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** |
| **Learning Outcome / Section 1:** Understand how to negotiate an action learning intervention with clients and other stakeholders  |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors***[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | **Assessor feedback on AC** *[comments not necessary in every box]* |
| AC 1.1Agree with clients and other stakeholders the goals for an action learning intervention | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * There is no evidence of an agreement with clients and other stakeholders, or the agreement is inappropriate or deficient, or the agreed goals for an action learning intervention are incorrect, inappropriate or deficient
 | * Limited but sufficient evidence is provided that appropriate agreement has been reached with clients and other stakeholders for a narrow but sufficient range of correct and appropriate goals for an action learning intervention
 | * Detailed evidence is provided that appropriate agreement has been reached with clients and other stakeholders for a wide range of correct and appropriate goals for an action learning intervention
 |
| / 8(min. of 4) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Be able to design and deliver an action learning intervention  |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors***[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | **Assessor feedback on AC** *[comments not necessary in every box]* |
| AC 2.1Design an action learning intervention for a minimum of 12 hours to meet agreed goals | **Referral [3/12]** | **Pass [6/12]** | **Good Pass [9/12]** |  |
| * An action learning intervention has not been designed, or is incorrect, inappropriate or deficient, or an action learning intervention has been designed for less than 12 hours
* The action learning intervention does not meet agreed goals, or how the action learning intervention is designed to meet agreed goals is incorrect or inappropriate
 | * A limited but sufficient action learning intervention that is correct and appropriate has been designed for a minimum of 12 hours to meet correct and appropriate agreed goals, although further development is required for full implementation of the intervention
 | * A correct and appropriate action learning intervention that requires no additional development for full implementation has been designed for a minimum of 12 hours to meet correct and appropriate agreed goals
 |
| / 12(min. of 6) | Pass or Referral |
| AC 2.2Develop individual action learning sessions with appropriate materials and resources to support these sessions | **Referral [5/20]** | **Pass [10/20]** | **Good Pass [15/20]** |  |
| * Individual action learning sessions have not been developed, or have not been developed for all sessions, or are incorrect, inappropriate or deficient
* Materials and resources to support the individual action learning sessions have not been developed, or are incorrect, inappropriate or deficient, or have not been developed for all sessions
 | * Limited but sufficient and correct and appropriate individual action learning sessions have been developed for all sessions, although further development is required for full implementation of the sessions
* Limited but sufficient and correct and appropriate materials and resources to support the individual action learning sessions have been developed, although further development is required to fully support the individual learning sessions and/or to progress the materials and resources to a professional standard
 | * Correct and appropriate individual action learning sessions have been fully developed for all sessions and require no further development for full implementation
* Correct and appropriate materials and resources to support the individual action learning sessions have been fully developed to a professional standard and require no further development to fully support the individual learning sessions
 |
| / 20(min. of 10) | Pass or Referral |
| AC 2.3Maintain appropriate records detailing the delivery of action learning sessions | **Referral [3/12]** | **Pass [6/12]** | **Good Pass [9/12]** |  |
| * There is no evidence that appropriate records detailing the delivery of action learning sessions have been maintained, or the records are incorrect, inappropriate, incomplete or deficient
 | * Evidence is provided that limited but sufficient and correct and appropriate records detailing the delivery of all action learning sessions have been maintained
 | * Evidence is provided that full, correct and appropriate records detailing all aspects of the delivery of all action learning sessions have been maintained
 |
| / 12(min. of 6) | Pass or Referral |
| AC 2.4Review individuals’ progress using individual action plans | **Referral [3/12]** | **Pass [6/12]** | **Good Pass [9/12]** |  |
| * The progress of individuals has not been reviewed using individual action plans, or not all individuals have been reviewed, or individual action plans are incorrect, inappropriate or deficient, or the progress of individuals is merely stated or described with no review of individual action plans to make a judgement based on a combination of evidence and theory or practice
 | * The progress of all individuals has been correctly and appropriately reviewed using appropriate individual action plans to make a judgement based on a combination of evidence and theory or practice, although the evidence base for the review is limited
 | * The progress of all individuals has been correctly and appropriately reviewed using appropriate individual action plans to make a judgement based on a combination of evidence and theory or practice using a wide evidence base
 |
| / 12(min. of 6) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 3:** Understand how to reflect on and review own action learning facilitation practice in order to improve  |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors***[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | **Assessor feedback on AC** *[comments not necessary in every box]* |
| AC 3.1Analyse feedback on own action learning facilitation practice | **Referral [3/12]** | **Pass [6/12]** | **Good Pass [9/12]** |  |
| * Feedback on own action learning facilitation practice is not analysed, or the analysis is incorrect or inappropriate, or the feedback used for the analysis is inappropriate or insufficient, or feedback has been merely listed or described with no analysis to determine the essential features of own action learning facilitation practice and to draw conclusions
 | * Limited but sufficient and appropriate feedback on own action learning facilitation practice is correctly and appropriately analysed to determine the essential features of own action learning facilitation practice and to draw limited conclusions
 | * Comprehensive and appropriate feedback on own action learning facilitation practice is correctly and appropriately analysed to determine the essential features of own action learning facilitation practice and to draw detailed conclusions
 |
| / 12(min. of 6) | Pass or Referral |
| AC 3.2Review own action learning facilitation practice | **Referral [3/12]** | **Pass [6/12]** | **Good Pass [9/12]** |  |
| * Own action learning facilitation practice has not been reviewed, or the review is incorrect or inappropriate, or the review is not based on an analysis of feedback and self-reflection, or own action learning facilitation practice has merely been described with no review to make a judgement based on a combination of evidence and theory or practice gained from an analysis of feedback and self-reflection
 | * Own action learning facilitation practice has been correctly and appropriately reviewed to make a judgement based on a combination of evidence and theory or practice gained from an analysis of feedback and self-reflection, although the evidence base for the review is limited
 | * Own action learning facilitation practice has been correctly and appropriately reviewed to make a judgement based on a combination of evidence and theory or practice gained from an analysis of feedback and self-reflection using a wide evidence base covering all aspects of the action learning facilitation practice
 |
| / 12(min. of 6) | Pass or Referral |
| AC 3.3Develop a plan to improve own action learning facilitation practice  | **Referral [3/12]** | **Pass [6/12]** | **Good Pass [9/12]** |  |
| * A plan to improve own action learning facilitation practice is not developed, or is incorrect or inappropriate or deficient, or is not based on a review of own action learning facilitation practice
 | * A limited but sufficient and appropriate plan based on a review of own action learning facilitation practice is developed to improve own action learning facilitation practice, although further development of the plan is required for full implementation
 | * A comprehensive and appropriate plan based on a review of own action learning facilitation practice is fully developed to improve own action learning facilitation practice with no further development required for full implementation
 |
| / 12(min. of 6) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
|  | **/ 100** | **TOTAL MARKS** |

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| --- | --- |
| **Assessor’s Decision** | **Quality Assurance Use** |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of Assessor:****Date of QA Check:** | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of QA:****Date of QA check:** |