**MARK SHEET – Developing people in the workplace**

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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 the importance of promoting personal development | | | | | | | | | | | | | |
| **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 1.1  Assess the potential benefits to the organisation of developing individuals | **Referral [*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*15/20*]** | | | | |  | | |
| * The potential benefits to the organisation of developing individuals has not been assessed, or the assessment is incorrect or inappropriate, or only one potential benefit has been assessed, or the potential benefits to the organisation of developing individuals are merely listed or described with no assessment to make a judgement | | * Two or more benefits to the organisation of developing individuals have been correctly and appropriately assessed to make a judgement, although the criteria for the assessment are limited or subjective | | | * Two or more benefits to the organisation of developing individuals have been correctly and appropriately assessed to make a judgement using a range of appropriate and objective criteria | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 1.2  Assess the benefits to the individual of personal development | **Referral [*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*15/20*]** | | | | |  | | |
| * The benefits to the individual of personal development has not been assessed, or only one benefit has been assessed, or the assessment is incorrect or inappropriate, or the benefits to the individual are merely listed or described with no assessment to make a judgement | | * Two or more benefits to the individual of personal development have been correctly and appropriately assessed to make a judgement, although the criteria for the assessment are limited or subjective | | | * Two or more benefits to the individual of personal development have been correctly and appropriately assessed to make a judgement using a range of appropriate and objective criteria | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to plan for an individual’s development | | | | | | | | | | | | | |
| **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 2.1  Assess how to manage an individual’s expectations in respect to personal development | **Referral [3/12]** | | **Pass [6/12]** | | | **Good Pass [9/12]** | | | | |  | | |
| * How to manage an individual’s expectations in respect to personal development has not been assessed, or the assessment is incorrect, inappropriate or deficient, or how to manage an individual’s expectations in respect to personal development is merely listed or described with no assessment to make a judgement | | * How to manage an individual’s expectations in respect to personal development has been correctly and appropriately assessed to make a judgement, although the criteria for the assessment are limited or subjective | | | * How to manage an individual’s expectations in respect to personal development has been correctly and appropriately assessed to make a judgement based on a range of objective criteria | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.2  Evaluate development vehicles in the organisation appropriate to the development needs of the individual | **Referral [*6/24*]** | | **Pass [*12/24*]** | | | **Good Pass [*18/24*]** | | | | |  | | |
| * Development vehicles in the organisation appropriate to the development needs of the individual have not been evaluated, or the development vehicles are incorrect or inappropriate, or the evaluation is incorrect or inappropriate, or development vehicles are merely listed or described with no evaluation to provide conclusions or recommendations | | * Development vehicles in the organisation appropriate to the development needs of the individual have been correctly and appropriately evaluated, although the conclusions or recommendations are limited or subjective and/or there is no comparison of the relative usefulness of the development vehicles | | | * Development vehicles in the organisation appropriate to the development needs of the individual have been correctly and appropriately evaluated to provide objective conclusions or recommendations and a comparison of the relative usefulness of the development vehicles | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| AC 2.3  Develop a plan to meet the identified development needs of an individual | **Referral [*6/24*]** | | **Pass [*12/24*]** | | | **Good Pass [*18/24*]** | | | | |  | | |
| * A plan is not developed to meet the identified development needs of an individual, or the plan is incorrect, inappropriate or deficient | | * A correct and appropriate plan is developed to meet the identified development needs of an individual, although the plan requires further work for full implementation | | | * A comprehensive, correct and appropriate plan that needs no additional work for full implementation is developed to meet the identified development needs of an individual | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
|  | | | | | | | | | **/ 100** | | | **TOTAL MARKS** | |
| **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:** | | | |