**MARK SHEET: LEAD AND MANAGE MEETINGS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Centre Number: | | Centre Name: | | | |
| Learner Registration No: | | 1. Learner named below 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: 🗆 | | | |
| **Criteria** | **Strengths** | | **Areas for Improvement** | **Assr**  **mark** | **QA mark** |
| **Be able to prepare to lead a meeting**   * Perform activities needed to be carried out in preparation for leading a meeting. * Produce documentation in support of activities. |  | |  | / 30  Marks  (min  15) |  |
| **Be able to manage meeting procedures**   * Identify any formal procedures that apply in own organisation |  | |  | / 10 marks  (min 5) |  |
| **Be able to chair a meeting**   * Manage the agenda in co-operation with participants to ensure meeting objectives are met. * Produce minutes of the meeting and allocate action points after discussions. |  | |  | / 30 marks  (min 15) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Be able to undertake post-meeting tasks**   * Explain that the minutes of the meeting provide an accurate record of proceedings. * Communicate and follow up meeting outcomes to relevant individuals. * Evaluate whether the meeting’s objectives were met and identify potential improvements. | |  | |  | | / 30 marks  (min 15) |  |
| **Assessor’s decision** | | | **Quality assurance use** | | | | |
| **Total marks** | **Outcome**  ***(circle as applicable)*** | | **Total marks** | | **Outcome**  ***(circle as applicable)*** | | |
| **Total 50 + overall, AND minimum in each section** | **PASS/referral** | | **Total 50 + overall, AND minimum in each section** | | **PASS/referral** | | |
| **Section referral if applicable:** | | | **Date of IQA check:** | | | | |
| **Name of assessor:** | | | **Name of IQA:** | | | | |
| **Assessor signature and date:** | | | **IQA signature:** | | | | |
| **ILM EV signature:** | | | **Date externally verified (where applicable):** | | | | |