**MARK SHEET – Undertaking an extended period of mentoring 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 :** Be able to plan and organise formal workplace mentoring sessions | | | | | | | | | | |
| **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** | |
| AC 1.1  Prepare and plan the workplace mentoring sessions | **Referral [ca. 1/4]** | | **Pass [2/4]** | | | **Good Pass [ca. 3/4]** | | |  | |
| * There is insufficient or no evidence that the workplace mentoring sessions have been prepared and planned, or the preparation and planning is incorrect, inappropriate or deficient, or the workplace mentoring sessions have been prepared or planned, but not both | | * Limited but sufficient evidence is provided that the workplace mentoring sessions have been correctly and appropriately prepared and planned, although further development is required for full implementation | | | * Comprehensive evidence is provided that all sessions have been correctly and appropriately prepared and planned to cover all aspects of the workplace mentoring and no further development is required for full implementation | | |
| / 4  (min. of 2) | Pass or Referral |
| AC 1.2  Contract the scope and content of the workplace mentoring sessions | **Referral [ca. 2/8]** | | **Pass [4/8]** | | | **Good Pass [ca. 6/8]** | | | **Assessor feedback on AC** | |
| * The scope and content of the workplace mentoring sessions have not been contracted, or this is incorrect, inappropriate or deficient, or the scope or content has been contracted, but not both | | * Limited but sufficient scope and content of the workplace mentoring sessions have both been correctly and appropriately contracted, although further development is required for full implementation | | | * The full scope and content of the workplace mentoring sessions have both been correctly and appropriately contracted and no further development is required for full implementation | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.3  Agree goals for the workplace mentoring sessions | **Referral [ca. 2/8]** | | **Pass [4/8]** | | | **Good Pass [ca. 6/8]** | | | **Assessor feedback on AC** | |
| * There is insufficient or no evidence that goals for the workplace mentoring sessions have been agreed, or the goals are inappropriate or deficient | | * Limited evidence is provided that limited but sufficient and appropriate goals for the workplace mentoring sessions have been agreed | | | * Comprehensive evidence is provided that a wide range of detailed and appropriate goals for the workplace mentoring sessions have been agreed | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome / Section 2 :** Be able to undertake at least thirty six hours of formal workplace mentoring | | | | | | | | | | |
| **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** | |
| AC 2.1  Use diagnostic and assessment tools to effectively mentor in the workplace | **Referral [ca. 3/12]** | | **Pass [6/12]** | | | **Good Pass [ca. 9/12]** | | |  | |
| * There is insufficient or no evidence that diagnostic and assessment tools have been used to effectively mentor in the workplace, or the diagnostic and assessment tools are inappropriate or have been used incorrectly or inappropriately, or diagnostic and assessment tools have been used but there is no evidence that they have been used effectively, or diagnostic or assessment tools have been used, but not both | | * Limited but sufficient evidence is provided that a narrow range of appropriate diagnostic and assessment tools have been used correctly and appropriately to effectively mentor in the workplace, although evidence for the effective use of the tools is partial and narrow | | | * Comprehensive evidence using a wide evidence base is provided that a full range of appropriate diagnostic and assessment tools have been used correctly and appropriately to effectively mentor in the workplace using a wide evidence base | | |
| / 12  (min. of 6) | Pass or Referral |
| AC 2.2  Use mentoring techniques of questioning and listening to effectively mentor in the workplace | **Referral [ca. 3/12]** | | **Pass [6/12]** | | | **Good Pass [ca. 9/12]** | | | **Assessor feedback on AC** | |
| * There is insufficient or no evidence that techniques of questioning and listening have been used to effectively mentor in the workplace, or techniques of questioning and listening have been used but there is no evidence they have been used effectively, correctly or appropriately | | * Limited but sufficient evidence is provided that techniques of questioning and listening have been used to correctly and appropriately effectively mentor in the workplace, although evidence for the effective use of questioning and listening is partial and narrow | | | * Comprehensive evidence using a wide evidence base is provided that techniques of questioning and listening have been used to mentor correctly, appropriately and effectively in the workplace | | |  | |
| / 12  (min. of 6) | Pass or Referral |
| AC 2.3  Mentor a minimum of three clients in the workplace for at least thirty six hours | **Referral [ca. 3/12]** | | **Pass [6/12]** | | | **Good Pass [ca. 9/12]** | | | **Assessor feedback on AC** | |
| * There is insufficient or no evidence that a minimum of three clients have been mentored in the workplace for at least thirty six hours, or the evidence for the mentoring is incorrect or inappropriate | | * There is limited but sufficient, correct and appropriate evidence that a minimum of three learners one or more learners have been mentored in the workplace for at least thirty six hours | | | * Comprehensive, correct and appropriate evidence is provided that that one or more learners have been mentored in the workplace for at least thirty six hours | | |  | |
| / 12  (min. of 6) | Pass or Referral |
| AC 2.4  Keep appropriate records of the workplace mentoring activity including progress towards goals and impact on role | **Referral [ca. 3/12]** | | **Pass [6/12]** | | | **Good Pass [ca. 9/12]** | | | **Assessor feedback on AC** | |
| * No appropriate records of the workplace mentoring activity including progress towards goals and impact on role are kept, or records are incorrect, inappropriate or incomplete, or records have not been kept for all workplace mentoring activity, or records have been kept of progress towards goals or personal impact on role, but not both | | * Limited but sufficient, correct and appropriate records of the workplace mentoring activity including progress towards goals and impact on role are kept | | | * Full, correct and appropriate records of the workplace mentoring activity including progress towards goals and impact on role are kept | | |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | |

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| **Learning Outcome / Section 3 :** Be able to summarise and analyse a period of formal mentoring within the workplace using stakeholder feedback | | | | | | | | | | |
| **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** | | |
| AC 3.1  Collect feedback from mentoring stakeholders (this must include the mentees) and show evidence within the mentoring diary | **Referral [ca. 2/8]** | | **Pass [4/8]** | | | **Good Pass [ca. 6/8]** | |  | | |
| * Feedback from mentoring stakeholders (this must include mentees) has not been collected and there is insufficient or no evidence of feedback within the mentoring diary, or feedback is inappropriate, or feedback has not been requested and evidenced for mentoring stakeholders (this must include mentees) | | * Feedback from mentoring stakeholders (this must include mentees) has been Collected requested and there is limited but sufficient evidence of appropriate feedback within the mentoring diary | | | * Feedback from mentee has been requested and there is comprehensive evidence of appropriate feedback within the mentoring diary | |
| / 8  (min. of 4) | Pass or Referral | |
| AC 3.2  Reflect and assess the effectiveness of different mentoring programmes | **Referral [ca. 2/8]** | | **Pass [4/8]** | | | **Good Pass [ca. 6/8]** | | **Assessor feedback on AC** | | |
| * The reflection and/or the assessment of different mentoring programmes is deficient and or inappropriate | | * The reflection and the assessment of different mentoring programmes is limited but sufficient | | | * Full and appropriate summaries of all the workplace mentoring programmes is provided | |  | | |
| / 8  (min. of 4) | Pass or Referral | |
| AC 3.3  Review your own workplace performance making links to different mentoring relationships, activities and challenges | **Referral [ca. 1/4]** | | **Pass [2/4]** | | | **Good Pass [ca. 3/4]** | | **Assessor feedback on AC** | | |
| * The review of your own workplace performance is deficient and or inappropriate and no links have been made to different mentoring relationships, activities and challenges or links have been made to one or two but not all three | | * The review of your own workplace performance is limited but sufficient and correct and appropriate links have been made to different mentoring relationships, activities and challenges | | | * The review of your own workplace performance is comprehensive and the links have been to different mentoring relationships, activities and challenges are detailed and appropriate | |  | | |
| / 4  (min. of 2) | Pass or Referral | |
| **Section comments** (optional): | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome / Section 4 :** Know how to use supervision to enhance workplace mentoring | | | | | | | | | | |
| **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** | | |
| AC 4.1  Reflect and review on how tutorial support/supervision was used during extended mentoring practice to inform and challenge the approach taken to workplace mentoring | **Referral [ca. 2/8]** | | **Pass [4/8]** | | | **Good Pass [ca. 6/8]** | |  | | |
| * How tutorial support/supervision was used during extended mentoring practice to inform and challenge the approach taken to workplace mentoring is not explained, or the explanation is incorrect or inappropriate, or how tutorial support/supervision was used is merely stated or described with no explanation of how it worked to inform and challenge the approach taken to workplace mentoring * No reflection on how tutorial support/supervision was used during extended mentoring practice to inform and challenge the approach taken to workplace mentoring, or the reflection is inappropriate or deficient, or the reflection does not engage in a process of learning to develop what might be an improvement on the extended mentoring practice | | * A limited but sufficient and correct and appropriate explanation of how tutorial support/supervision was used during extended mentoring practice to inform and challenge the approach taken to workplace mentoring is provided, although the evidence base for the explanation is narrow and/or any examples used are imprecise * A limited but sufficient and appropriate reflection on how tutorial support/supervision was used during extended mentoring practice to inform and challenge the approach taken to workplace mentoring, although the process of learning is imprecise and/or improvements to ‘inform and challenge’ are tentative | | | * A full, correct and appropriate explanation using a wide evidence base of how tutorial support/supervision was used during extended mentoring practice to inform and challenge the approach taken to workplace mentoring is provided, and any examples used are clear and precise * A full and appropriate reflection on how tutorial support/supervision was used during extended mentoring practice to inform and challenge the approach taken to workplace mentoring utilises a clear and precise process of learning with appropriate and definite improvements to ‘inform and challenge’ | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 4.2  Plan approach to supervision that will be adopted in future workplace mentoring activity | **Referral [ca. 1/4]** | | **Pass [2/4]** | | | **Good Pass [ca. 3/4]** | | **Assessor feedback on AC** | | |
| * There is no planned approach to supervision that will be adopted in future workplace mentoring activity, or the planned approach is incorrect, inappropriate or deficient, or the planned approach is not based upon reflection | | * A limited but sufficient and correct and appropriate approach to supervision that will be adopted in future workplace mentoring activity is planned, although further development is needed for full implementation | | | * A detailed, correct and appropriate approach to supervision that will be adopted in future workplace mentoring activity is fully planned with no further development needed for full implementation | |  | | |
| / 4  (min. of 2) | | 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:** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | **Signature of QA:**  **Date of QA check:** | | |