**MARK SHEET – Managing individual development**

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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 evaluate individual performance in an organisation | | | | | | | | | | | | | |
| **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  Conduct a performance gap analysis with an individual in your area of responsibility, to determine development needs | **Referral [ca. 8/32]** | | **Pass [*16/32*]** | | | **Good Pass [*ca. 24/32*]** | | | | |  | | |
| * A performance gap analysis is not conducted with an individual in own area of responsibility, or the performance gap is conducted incorrectly, or the performance gap analysis is subjective and based on inadequate information and limited analysis * Development needs are not determined, or are not based on a satisfactory performance gap analysis, or are not appropriate, or are subjective and based on inadequate information and limited analysis | | * A performance gap analysis is conducted based on: * an analysis of the individual’s current skills, knowledge and abilities, and * an analysis of the current or future performance requirements of the individual’s role * The performance gap analysis is sufficiently detailed to allow judgements to be made on development needs for the individual * Appropriate development needs for an individual in own area are determined based on a satisfactory performance gap analysis | | | * A comprehensive performance gap analysis is conducted based on: * an analysis of the individual’s current skills, knowledge and abilities, and * an analysis of the current or future performance requirements of the individual’s role * A comprehensive performance gap analysis identifies critical tasks and organisational goals and internal and external constraints, and the high level of detail allows informed judgements to be made on development needs for the individual * Detailed and appropriate development needs for an individual in own area are determined based on a comprehensive performance gap analysis | | | | |
| / 32  (min. of 16) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to implement a personal development plan, for an individual in an organisation | | | | | | | | | | | | | |
| **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  Critically assess the suitability of a range of development vehicles to meet the needs of an individual within the organisation | **Referral [ca. 8/32]** | | **Pass [*16/32*]** | | | **Good Pass [*ca. 24/32*]** | | | | |  | | |
| * No development vehicles have been critically assessed to ascertain their suitability to meet the needs of an individual in the organisation, or the development vehicles are inappropriate for meeting the needs of the individual * Development vehicles have been critically assessed in isolation without reference to their suitability to meet the needs of an individual in the organisation | | * A range of appropriate development vehicles have been critically assessed to ascertain their suitability to meet the needs of an individual in the organisation, yet the range of development vehicles is partial and limited in scope * Appropriate development vehicles have been critically assessed with reference to their suitability to meet the needs of an individual in the organisation, yet the critical assessments contain value judgements that weaken the case for the suitability of the development vehicles | | | * A full range of appropriate development vehicles have been critically assessed to ascertain their suitability to meet the needs of an individual in the organisation * Appropriate development vehicles have been critically assessed with reference to their suitability to meet the needs of an individual in the organisation, and the critical assessments present objective and balanced overviews that confirm the case for the suitability of the development vehicles | | | | |
| / 32  (min. of 16) | | Pass or Referral |
| AC 2.2  Devise and justify a personal development plan to meet the needs of an individual within the organisation | **Referral [ca. 5/20]** | | **Pass [*10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | | |  | | |
| * No personal development plan has been devised, or the personal development plan is incorrect, insufficient or inappropriate * The personal development plan is not justified by a performance gap analysis and a critical assessment of a range of development vehicles to meet the needs of the individual | | * An limited but sufficient personal development plan is justified by a performance gap analysis and a critical assessment of a range of development vehicles to meet the needs of the individual | | | * A comprehensive personal development plan is justified by a performance gap analysis and a critical assessment of a range of development vehicles to meet the needs of the individual | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 2.3  Explain how the personal development plan will be monitored | **Referral [ca. 4/16]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * Monitoring is not addressed in the personal development plan, or monitoring is incorrect or inappropriate, or how the personal development plan will be monitored is merely listed and not explained | | * A limited but sufficient explanation of how the monitoring will work is provided | | | * A full explanation of how the monitoring will work is provided | | | | |
| / 16  (min. of 8) | | 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:** | | | |