**MARK SHEET –Managing personal 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:** Understand how to identify and prioritise work-related development requirements | | | | | | | | | | | | |
| **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  Prioritise own work-related development needs with employment supervisor and/or learning supervisor | **Referral [*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [*6/8*]** | | | |  | | |
| * Own work-related development needs have been merely listed or stated and not prioritised * There is no evidence that own work-related development needs have been prioritised with employment supervisor and/or learning supervisor | | * Evidence is provided that own work-related development needs have been prioritised with employment supervisor and/or learning supervisor, although the development needs lack detail | | | * Evidence is provided that own detailed work-related development needs have been prioritised with employment supervisor and/or learning supervisor | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 1.2  Evaluate available development support and resources and their constraints, with employment supervisor and/or learning supervisor | **Referral [4/16]** | | **Pass [8/16]** | | | **Good Pass [12/16]** | | | |  | | |
| * Available development support and resources and their constraints have not been evaluated, or the evaluation is incorrect or inappropriate, or development support and resources and their constraints have merely been listed or described with no evaluation to provide a solution and/or recommendations, or support ***or*** resources ***or*** constraints have been evaluated, but not all three | | * Available development support ***and*** resources ***and*** their constraints have been correctly and appropriately evaluated to provide a solution and/or recommendations, although the evidence base for the evaluation is limited | | | * Available development support ***and*** resources ***and*** their constraints have been correctly and appropriately evaluated using a wide evidence base | | | |
| / 16  (min. of 8) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 2:** Be able to implement and evaluate planned development activities and apply learning in the workplace | | | | | | | | | | | | |
| **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  Plan and agree development activities with employment supervisor and/or learning supervisor | **Referral [3/12]** | | **Pass [6/12]** | | | **Good Pass [9/12]** | | | |  | | |
| * Development activities have not been planned, or there is no evidence that development activities have been both planned ***and*** agreed with employment supervisor and/or learning supervisor, or planning is incorrect or inappropriate | | * Evidence is provided that development activities have been both correctly and appropriately planned ***and*** agreed with employment supervisor and/or learning supervisor, although the distinctions between short-term, medium-term and long-term goals are not clear and/or planning requires further expansion for full implementation | | | * Evidence is provided that development activities that clearly distinguish between short-term, medium-term and long-term goals have been both correctly and appropriately planned for full implementation ***and*** agreed with employment supervisor and/or learning supervisor | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.2  Undertake development activities as planned | **Referral [2/8]** | | **Pass [4/8]** | | | **Good Pass [6/8]** | | | |  | | |
| * There is no evidence that development activities have been undertaken, or development activities are not based on agreed planning | | * Evidence is provided that development activities based on the agreed planning has been undertaken, although the evidence base is limited | | | * Comprehensive evidence is provided that development activities based on the agreed planning has been undertaken | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 2.3  Review at agreed intervals, with employment supervisor and/or learning supervisor, the effectiveness of development activities in meeting objectives and needs | **Referral [3/12]** | | **Pass [6/12]** | | | **Good Pass [9/12]** | | | |  | | |
| * There is no evidence that the effectiveness of development activities in meeting objectives and needs has been reviewed at regular intervals, or the effectiveness of development activities is merely listed or described at regular intervals with no review to make a judgement based on a combination of evidence and practice | | * Evidence is provided that the effectiveness of development activities in meeting objectives and needs has been reviewed at regular intervals to make a judgement based on a combination of evidence and practice, although the evidence base is limited | | | * Evidence is provided that the effectiveness of development activities in meeting objectives and needs has been reviewed at regular intervals using a wide evidence base to make a judgement based on a combination of evidence and practice | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.4  Determine, with employment supervisor and/or learning supervisor, how learning and development can be used to improve workplace performance | **Referral [3/12]** | | **Pass [6/12]** | | | **Good Pass [9/12]** | | | |  | | |
| * There is no evidence that how learning and development can be used to improve workplace performance has been determined with employment supervisor and/or learning supervisor, or how learning and development can be used is incorrect or inappropriate | | * Evidence is provided that how learning and development can be used to improve workplace performance has been correctly and appropriately determined with employment supervisor and/or learning supervisor, although a limited range of learning and development vehicles have been considered | | | * Evidence is provided that how learning and development can be used to improve workplace performance has been correctly and appropriately determined with employment supervisor and/or learning supervisor using a wide range of learning and development vehicles | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 3:** Understand the impact of development on workplace performance | | | | | | | | | | | | |
| **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 3.1  Evaluate with employment supervisor and/or learning supervisor the achievement of short-term goals and progress towards achieving medium and long-term goals | **Referral [3/12]** | | **Pass [6/12]** | | | **Good Pass [9/12]** | | | |  | | |
| * The achievement of short-term goals and progress towards achieving medium and long-term goals has not been evaluated with employment supervisor and/or learning supervisor, or the evaluation is incorrect or inappropriate, or the achievement of short-term goals ***or*** progress towards achieving medium and long-term goals has been evaluated, but not both, or the achievement of short-term goals and progress towards achieving medium and long-term goals has been merely listed or described with no evaluation to provide a conclusion or recommendations | | * The achievement of short-term goals and progress towards achieving medium and long-term goals has been correctly and appropriately evaluated with employment supervisor and/or learning supervisor to provide a conclusion or recommendations, although the evidence base for the evaluation is limited | | | * The achievement of short-term goals and progress towards achieving medium and long-term goals has been correctly and appropriately evaluated with employment supervisor and/or learning supervisor using a wide evidence base to provide a conclusion or recommendations | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 3.2  Revise development plans appropriately following evaluation with employment supervisor and/or learning supervisor | **Referral [2/8]** | | **Pass [4/8]** | | | **Good Pass [6/8]** | | | |  | | |
| * Development plans have not been revised appropriately following evaluation with employment supervisor and/or learning supervisor | | * Development plans have been revised appropriately following evaluation with employment supervisor and/or learning supervisor, although additional work is required for full implementation of the development plans | | | * Development plans have been revised appropriately and are ready to be fully implemented following evaluation with employment supervisor and/or learning supervisor | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 3.3  Evaluate with employment supervisor and/or learning supervisor how development activities have affected work performance | **Referral [3/12]** | | **Pass [6/12]** | | | **Good Pass [9/12]** | | | |  | | |
| * How development activities have affected work performance has not been evaluated with supervisor and/or learning supervisor, or the evaluation is incorrect or inappropriate, or how development activities have affected work performance is merely listed or described with no evaluation to provide a conclusion or recommendations | | * How development activities have affected work performance has been correctly and appropriately evaluated with supervisor and/or learning supervisor to provide a conclusion or recommendations, although the evidence base for the evaluation is limited | | | * How development activities have affected work performance has been correctly and appropriately evaluated with supervisor and/or learning supervisor using a wide evidence base to provide a conclusion or recommendations | | | |
| / 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:** |