**MARK SHEET – MANAGING MEETINGS**

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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: □** | | | | |
| 1. **Learning Outcome / Section 1:** Understand different types of meetings and their suitability for different purposes | | | | | | | | | | | | |
| **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  Describe the different types of meetings in the organisation | **Referral [ca.*1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [ca. 3/4]** | | | |  | | |
| * The different types of meetings in the organisation are not described, or the descriptions are incorrect or deficient, or only one type of meeting is described * Different types of meetings are merely listed with no description of their principal features | | * Limited but sufficient principal features of the different types of meetings in the organisation are correctly described | | | * The principal features of the different types of meetings in the organisation are correctly and comprehensively described | | | |
| / 4  (min. of 2) | | Pass or Referral |
| AC 1.2  Explain why it is necessary to have different types of meeting | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | | |
| * Why it is necessary to have different types of meetings is not explained, or the explanation is incorrect or deficient, or it is merely stated with no account of the practices of different types of meetings to explain why they are necessary | | * A limited but sufficient and correct account of the practices of different types of meetings is provided to explain why each is necessary | | | * A full and correct account of the practices of different types of meetings is provided to explain why each is necessary | | | |
| / 8  (min. of 4) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 2:** Understand how to prepare effectively for a meeting | | | | | | | | | | | | |
| **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  Define the purpose for, and objectives of, a meeting | **Referral [ca.*1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [ca. 3/4]** | | | |  | | |
| * The purpose for, and objectives of, a meeting have not been defined before the meeting, or the purpose ***or*** the objectives is defined but not both * The objectives are inappropriate for the purpose for the meeting, or the objectives cannot be measured, or the objectives are entirely unclear or unrealistic | | * The purpose for, and objectives of, a meeting have both been defined before the meeting, although the boundaries of the meeting are imprecise * The objectives are clear, appropriate and realistic for the purpose for the meeting, although how the objectives will be measured is imprecise or is not made explicit | | | * The purpose for, and objectives of, a meeting have both been clearly defined before the meeting and have established precise boundaries for the meeting * The objectives are clear, appropriate and realistic for the purpose for the meeting with precise measures made explicit | | | |
| / 4  (min. of 2) | | Pass or Referral |
| AC 2.2  Identify the resources required to support and manage the meeting | **Referral [ca.*1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [ca. 3/4]** | | | |  | | |
| * The resources required to support and manage the meeting are not identified, or the resources are incorrect, inappropriate or deficient for the meeting’s purpose and objectives | | * Limited but sufficient, correct and appropriate resources required to support and manage the meeting’s purpose and objectives are identified, although why they have been identified is imprecise or is not made explicit | | | * All resources required to support and manage the meeting’s purpose and objectives are identified and are correct and appropriate and why they have been identified is made explicit | | | |
| / 4  (min. of 2) | | Pass or Referral |
| AC 2.3  Explain the reasoning behind who is to be invited to the meeting | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | | |
| * The reasoning behind who is to be invited to the meeting is not explained, or who is to be invited is merely stated with no explanation as to why, or the reasoning to explain who is to be invited is incorrect or inappropriate for the meeting’s purpose and objectives | | * Limited but sufficient and correct reasons are provided to explain who is to be invited to the meeting, although the contribution each is expected to make to the meeting’s purpose and objectives is imprecise or not made explicit | | | * Detailed and correct reasons are provided to fully explain who is to be invited to the meeting and the contribution each is expected to make to the meetings purpose and objectives is precise and made explicit | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 2.4  Justify the information that attendees will be provided with in advance of the meeting | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | | |
| * The information that attendees will be provided with in advance of the meeting is not justified or is deficient, or the justification is incorrect or inappropriate for the meeting’s purpose and objectives, or the information is merely listed or described with no argument presented to justify the information in terms of the meeting’s purpose and objectives | | * A limited but sufficient argument is correctly and appropriately presented in terms of the meeting’s purpose and objectives to justify the information that attendees will be provided with in advance of the meeting | | | * A detailed argument is correctly and appropriately presented in terms of the meeting’s purpose and objectives to justify the information that attendees will be provided with in advance of the meeting | | | |
| / 8  (min. of 4) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 3:** Be able to develop own performance in managing meetings | | | | | | | | | | | | |
| **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 own ability to be able to chair / lead a meeting gaining feedback from others | **Referral [ca.*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | |  | | |
| * Own ability to be able to chair / lead a meeting has not been evaluated by gaining feedback from others, or the feedback is insufficient to undertake a meaningful evaluation, or the evaluation is inappropriate or deficient, or own ability to be able to chair / lead a meeting is merely described with no evaluation using feedback from others to provide a conclusion or recommendations | | * A limited but sufficient and meaningful evaluation of own ability to be able to chair / lead a meeting has been undertaken by gaining appropriate feedback from others to provide a conclusion or recommendations, although the feedback covers a limited but sufficient range of the meeting’s activities, items or discussions | | | * A comprehensive and meaningful evaluation of own ability to be able to chair / lead a meeting has been undertaken to provide a conclusion or recommendations by gaining detailed appropriate feedback from others that addresses the full scope of all the meeting’s activities, items or discussions | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 3.2  Identify areas of weakness in own performance when managing meetings | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | | |
| * Areas of weakness have not been identified, or areas of weakness are not based on an evaluation of own ability, or areas of weakness are merely listed with no context | | * Areas of weakness have been identified based on an evaluation of own ability, although the context for the areas of weakness is limited but sufficient | | | * Areas of weakness have been identified based on an evaluation of own ability and a detailed context is provided for each area | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 3.3  Create a personal development plan to improve own performance when managing meetings | **Referral [ca.*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | |  | | |
| * A personal development plan to improve own performance when managing meetings is not created, or the personal development plan is inappropriate or deficient, or the personal development plan is not based on an evaluation of own ability, or the personal development plan does not address areas of weakness | | * A limited but sufficient and appropriate personal development plan to improve own performance when managing meetings is created and is based on an evaluation of own ability and addresses areas of weakness, although further work on the plan is required for full implementation | | | * A comprehensive and appropriate personal development plan to improve own performance when managing meetings is created that is based on a full evaluation of own ability and addresses all areas of weakness and requires no further work for full implementation | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| 1. **Learning Outcome / Section 4:** Be able to follow up and effectively manage actions from meetings | | | | | | | | | | | | |
| **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 4.1  Monitor the progress of actions agreed by relevant meeting attendees | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | | |
| * There is no evidence that the progress of actions agreed by relevant meeting attendees is monitored, or the monitoring is incorrect or inappropriate or deficient | | * Limited but sufficient evidence is provided that the progress of actions agreed by relevant meeting attendees is monitored correctly and appropriately | | | * Comprehensive evidence is provided that the progress of actions agreed by relevant meeting attendees is monitored correctly and appropriately | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 4.2  Manage any personal actions from the meeting to deadlines | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | | |
| * There is no evidence that personal actions from the meeting are managed to deadlines, or the management of personal actions to deadlines is incorrect or inappropriate or deficient | | * Limited but sufficient evidence is provided that personal actions from the meeting are correctly and appropriately managed to deadlines | | | * Comprehensive evidence is provided that personal actions from the meeting are correctly and appropriately managed to deadlines | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 4.3  Evaluate the impact on the organisation of all the actions agreed at the meeting | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | |  | | |
| * The impact on the organisation of all the actions agreed at the meeting is not evaluated, or the evaluation is incorrect or deficient, or the impact on the organisation is merely stated or described with no evaluation to provide a conclusion or recommendations | | * A limited but sufficient and correct evaluation of the impact on the organisation of all the actions agreed at the meeting provides a conclusion or recommendations, although the evidence base for the evaluation is subjective or narrow | | | * A full and correct evaluation of the impact on the organisation of all the actions agreed at the meeting provides a conclusion or recommendations based on a wide and objective evidence base | | | |
| / 16  (min. of 8) | | Pass or Referral |
| **Assessment 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:** |