**MARK SHEET – Setting team objectives 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: □** | | |
| 1. **Learning Outcome / Section 1:** Understand methods of time management [28 Marks] | | | | | | | | | | |
| **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   * Explain the need for effective time management | **Referral [ca.7/28]** | | **Pass [14/28]** | | | **Good Pass [ca.21/28]** | | |  | |
| * The need for effective time management is merely described, as opposed to explained or, if explained, is incorrect | | * The need for effective time management is explained although the explanation may be limited | | | * The need for effective time management is clearly explained in detail | | |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.2   * List time management techniques and practices | * Less than two recognisable time management techniques and practices are listed * Two or more time management techniques or practices are listed but inappropriate or incorrect | | * Two or more recognisable time management techniques and practices are listed | | | * Several recognisable time management techniques and practices are listed | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.3   * Describe a time management technique that can be used to achieve a personal/team objective | * A time management technique that can be used to achieve a personal/team objective is merely stated, as opposed to described * There is some description of a time management technique **but** has no recognisable relevance to a personal/team objective | | * A time management technique that can be used to achieve a personal/team objective is appropriately described, although the relevance to the personal/team objective may be implicit and/or the description may be limited | | | * A time management technique that can be used to achieve a personal/team objective is appropriately described in detail, the relevance to the personal/team objective being explicit | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome / Section 2:** Be able to set, prioritise and monitor SMART objectives for the team [36 Marks] | | | | | | | | | | |
| **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   * Explain the importance of workplace team objectives | **Referral [ca.9/36]** | | **Pass [18/36]** | | | **Good Pass [ca.27/36]** | | |  | |
| * The importance of workplace team objectives is merely listed as opposed to being explained * The importance of workplace team objectives is explained **but** the explanation is incorrect or inappropriate | | * An correct and appropriate explanation is given of The importance of workplace team objectives although the explanation may be limited | | | * The importance of workplace team objectives is fully explained in detail | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 2.2   * Set SMART objectives to achieve team objective | * Objectives to achieve team objective are formed as or do not use all the SMART format * Less than two SMART objectives to achieve team objective are given * Two or more SMART objectives are given but do not relate to the achievement of team objectives | | * Two or more SMART objectives to achieve team objective are given although the relationship of the SMART objectives to team objectives may be more implicit than explicit | | | * Several SMART objectives to achieve team objective are given, the relationship of the SMART objectives to team objectives being clearly explicit | | |  | |
| / 16  (min. of 8) | Pass or Referral |

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| AC 2.3   * Outline ways of monitoring progress against objectives | * Less than two ways of monitoring progress against objectives are outlined * At least two ways of monitoring progress against objectives are outlined but are incorrect or minimal | * At least two correct and appropriate ways of monitoring progress against objectives are outlined | | * Several ways of monitoring progress against objectives are clearly outlined |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Assessment comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 3:** Be able to assess achievement of workplace objectives [36 Marks] | | | | | | |
| **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  Review achievement of SMART objectives against success criteria | **Referral [ca.9/36]** | **Pass [18/38]** | | **Good Pass [ca.27/36]** |  | |
| * Achievement of SMART objectives against success criteria are merely described or stated as opposed to being reviewed * Achievement of SMART objectives are reviewed but are not judged against stated or recognisable success criteria * Achievement of SMART objectives against success criteria are reviewed but are incomplete or are inappropriate | * Achievement of SMART objectives are reviewed against success criteria although the criteria may be implicit | | * Achievement of SMART objectives are reviewed in detail against explicitly stated success criteria |
| / 12  (min. of 6) | Pass or Referral |
| AC 3.2  Gather feedback on team performance | Feedback on team performance is not gathered or if gathered is inappropriate or minimal | * Feedback on team performance is gathered and although may be limited is fit for purpose | | * Detailed and relevant feedback on team performance is gathered |  | |
| / 12  (min. of 6) | Pass or Referral |

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| AC 3.3  Identify areas for Team development and improvement for achieving workplace objectives | No areas for Team development and improvement for achieving workplace objectives are identified or, if identified, are inappropriate  Less than two areas are identified for team development and improvement for achieving workplace objectives   * Areas are identified for team development and improvement are identified but are not recognisably related to the achievement of team objectives | * Two or more areas are identified for team development and improvement are identified although the relationship to team objectives may be implicit | | Several appropriate areas are identified in detail for team development and improvement for achieving explicitly stated workplace objectives | |  | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | **Verification comments** (optional): | | | | | |
|  | | | | | **/ 100** | | **TOTALMARKS** | |
| **Assessor’s Decision** | | | **Quality Assurance Use** | | | | | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | **Date of QA check:** | | |