**MARK SHEET –Undertaking an extended period of supervised action learning facilitation**

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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 negotiate and agree an extended period of supervised action learning facilitation  |
| **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 1.1Agree with clients and other stakeholders the goals (for at least 100 hours) of supervised action learning facilitation | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * Goals are agreed, but only with clients ***or*** other stakeholders, but not both
* Goals of supervised action learning facilitation are agreed with both clients and other stakeholders but for less than 100 hours duration
 | * Two or more goals (for at least 100 hours) of supervised action learning facilitation are evidenced as being agreed with both clients and other stakeholders, although the goals are not fully SMART
 | * Two or more fully SMART goals (for at least 100 hours) of supervised action learning facilitation are evidenced as being agreed with both clients and other stakeholders
 |
| / 8(min. of 4) | Pass or Referral |
| AC 1.2Agree with supervisor the basis for the supervision contract | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * No evidence is provided that the basis for the supervision contract is agreed with the supervisor
 | * Evidence is presented of the agreement with supervisor as the basis for the supervision contract, and the agreement is accurate and appropriate but not comprehensive
 | * Evidence is presented of the agreement with supervisor as the basis for the supervision contract, and the agreement is comprehensive, accurate and appropriate
 |
| / 8(min. of 4) | Pass or Referral |
| AC 1.3Set demanding but realistic personal learning and development goals, for the action learning facilitation with supervisor | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * No personal learning and development goals for the action learning facilitation with supervisor are put in place, or the goals are not sufficiently demanding
 | * Two or more demanding and realistic personal learning and development goals are put in place for the action learning facilitation with supervisor, although why the goals are demanding is not made explicit
 | * Two or more demanding and realistic personal learning and development SMART goals are put in place for the action learning facilitation with supervisor, and why the goals are demanding is made explicit
 |
| / 8(min. of 4) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Be able to plan, deliver and maintain records for an extended period of supervised action learning facilitation  |
| **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 2.1Plan the supervised action learning facilitation | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * No plan, or an incomplete plan, is evidenced for the supervised action learning facilitation
 | * A limited plan is evidenced for the supervised action learning facilitation that includes activities, timescales, materials and resources
 | * A detailed plan is evidenced for the supervised action learning facilitation that includes activities, timescales, materials and resources, responsibilities and costs
 |
| / 8(min. of 4) | Pass or Referral |
| AC 2.2Develop appropriate materials and resources, as required to support the action learning facilitation | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * No materials or no resources, or inappropriate materials and/or resources, as required to support the action learning facilitation have been created and evidenced
 | * Appropriate materials and resources, as required to support the action learning facilitation have been created and evidenced, although some materials and resources require further development to cover the full scope of the action learning facilitation
 | * Extensive and appropriate materials and resources, as required to support the action learning facilitation, have been created and evidenced and cover the full scope of the action learning facilitation
 |
| / 8(min. of 4) | Pass or Referral |
| AC 2.3Deliver supervised action learning sessions for a minimum of 100 hour, maintaining appropriate records | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * No supervised action learning sessions have been delivered, or less than 100 hours of action learning sessions have been delivered and evidenced by appropriately maintained records, or maintained records are incomplete, incorrect, or inappropriate
 | * At least 100 hours of action learning sessions of been delivered and briefly but sufficiently evidenced by accurate and appropriately maintained records
 | * At least 100 hours of action learning sessions of been delivered and evidenced in detail by accurate and appropriately maintained records
 |
| / 8(min. of 4) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 3:** Understand how to evaluate the effectiveness of supervised action learning interventions in attaining agreed goals  |
| **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 3.1Choose an appropriate methodology for carrying out an evaluation  | **Referral [1/4]** | **Pass [2/4]** | **Good Pass [3/4]** |  |
| * No methodology, or an inappropriate methodology, for carrying out an evaluation has been chosen
 | * An appropriate methodology for carrying out an evaluation has been chosen, although why it is appropriate is not made explicit
 | * An appropriate methodology for carrying out an evaluation has been chosen and the reason for its choice is made explicit
 |
| / 4(min. of 2) | Pass or Referral |
| AC 3.2Evaluate with clients, supervisor and other stakeholders, the effectiveness of the supervised action learning interventions in attaining agreed goals | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * The effectiveness of the supervised action learning interventions in attaining agreed goals is not evaluated with clients, supervisor and other stakeholders to form a conclusion, or is merely described or stated
* The effectiveness of the supervised action learning interventions in attaining agreed goals is evaluated with clients ***or*** supervisor and ***or*** stakeholders, but not all three, to form a conclusion
* The evaluation is incorrect, incomplete or inappropriate
 | * The effectiveness of the supervised action learning interventions in attaining agreed goals is evaluated with clients and supervisor and other stakeholders to form a limited but sufficient conclusion, although the evidence base for the evaluation is limited
 | * The effectiveness of the supervised action learning interventions in attaining agreed goals is evaluated with clients and supervisor and other stakeholders using a wide evidence base to form an objective and detailed conclusion
 |
| / 8(min. of 4) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 4:** Be able to use reflective learning and supervision, to develop and improve own action learning facilitation to achieve demanding but realistic goals |
| **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 4.1Collect and analyse feedback from clients and stakeholders on own performance over the period of supervised action learning facilitation | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * No feedback, or incomplete or inappropriate feedback, from clients and stakeholders on own performance over the period of supervised action learning facilitation has been collected and analysed, or feedback from clients ***or*** stakeholders has been collected and analysed but not from both, or feedback has been collected but not analysed to draw conclusions
 | * Appropriate but limited feedback from clients ***and*** stakeholders on own performance over the period of supervised action learning facilitation has been collected and analysed correctly and appropriately to form brief but meaningful conclusions
 | * Appropriate and detailed feedback from clients and all stakeholders on own performance over the period of supervised action learning facilitation has been collected and analysed and a set of comprehensive conclusions have been formed
 |
| / 8(min. of 4) | Pass or Referral |
| AC 4.2Evaluate attainment of personal learning and development goals in conjunction with supervisor | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * The attainment of personal learning and development goals has not been evaluated in conjunction with supervisor, or has been only partially evaluated in conjunction with supervisor so as not to be able to form realistic and/or meaningful conclusions
 | * The attainment of personal learning and development goals has been evaluated in conjunction with supervisor so as to be able to form brief but meaningful conclusions
 | * The attainment of personal learning and development goals have been evaluated in conjunction with supervisor so as to be able to form detailed and meaningful conclusions
 |
| / 8(min. of 4) | Pass or Referral |
| AC 4.3Evaluate supervision contract with supervisor | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * The supervision contact has not been evaluated with the supervisor, or has only been partially evaluated with the supervisor and/or no conclusion has been drawn
 | * The supervision contact has been evaluated with the supervisor and limited but realistic conclusions have been drawn
 | * The supervision contact has been evaluated with the supervisor and a range of detailed and realistic conclusions have been drawn
 |
| / 8(min. of 4) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 5:** Understand how to develop networks to support own and others’ action learning facilitation practice and continuing professional development  |
| **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 5.1Engage with existing networks, to support and develop own and others’ action learning  | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * No evidence is presented of engagement with existing networks to support and develop own and others’ action learning, or the engagement is incorrect or inappropriate
* Evidence is presented of engagement with existing networks to support and develop only own or others’ action learning, but not both
 | * Limited or subjective evidence is presented of appropriate engagement with a narrow range of existing networks to support and develop own and others’ action learning
 | * Detailed and verifiable evidence is presented of appropriate engagement with a wide range of existing traditional and digital networks to support and develop own and others’ action learning
 |
| / 8(min. of 4) | Pass or Referral |
| AC 5.2Assess opportunities to join new networks, to support and develop own and others action learning.  | **Referral [*2/8*]** | **Pass [*4/8*]** | **Good Pass [*6/8*]** |  |
| * Opportunities to join new networks to support and develop own and others action learning are merely listed or described and not assessed to form a judgement
* Two or more opportunities to join new networks to support and develop action learning are assessed to form a judgement but only for self or only for others
* Only one opportunity to join new networks to support and develop own and others action learning is assessed to form a judgement
 | * Two or more opportunities to join new networks to support and develop own and others’ action learning are assessed to form a judgement, although the criteria for assessment are not explicit
 | * Two or more opportunities to join new networks to support and develop own and others’ action learning are thoroughly assessed to form a detailed judgement using explicit criteria
 |
| / 8(min. of 4) | 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:** |