**MARK SHEET – Briefing the work team**

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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 plan for a team briefing [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   * State the aim(s) of the team briefing | **Referral [ca.2/8]** | | **Pass [4/8]** | | | **Good Pass [ca.6/8]** | | | | |  | | |
| * The aim(s) of the team briefing are not stated * The aim(s) of the team briefing are stated but are incorrect, imprecise, or inappropriate | | * The aim(s) of the team briefing are stated (possibly including one of: tell, sell, impel, entertain) **and** the aims are appropriate although they could be expressed more precisely | | | * The aim(s) of the team briefing are stated, are correct, appropriate and are precisely and unambiguously expressed * As opposed to being merely stated, the aim(s) of the team briefing are described or explained, perhaps in some detail with examples given to enhance | | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 1.2  Anticipate the needs/ expectations of the team prior to the briefing | **Referral [ca.2/8]** | | **Pass [4/8]** | | | **Good Pass [ca.6/8]** | | | | |  | | |
| * There is no evidence of anticipation of the needs/expectations of the team prior to the briefing | | * The needs/expectations of the team are anticipated prior to the briefing although the evidence may be limited or more implicit than explicit | | | * There is detailed explicit evidence that the needs/expectations of the team are anticipated prior to the briefing possibly including, but not restricted to: knowledge and needs of audience * The method of anticipating the team’s needs/expectation is outlined, perhaps in some detail | | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 1.3   * Define the objectives of the team briefing its structure and content | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | | | |  | | |
| * No evidence of briefing objectives and/or structure and content of the briefing * The briefing objectives are given but are imprecise or inappropriate * The structure and content of the briefing is defined but is imprecise, inappropriate or do not address the defined aims and objectives of the team briefing | | * The briefing objectives are defined and are appropriate, although they could be expressed more precisely, **and** there is evidence of the structure and content of the briefing, with some selection of relevant information and logical structure, although the definition may be limited and/or the relevance of the information may be more implicit than explicit and/or the structure may not always ‘flow’ in a logical manner | | | * SMART objectives are defined for the briefing and are correct, appropriate and are precisely and unambiguously expressed * There is detailed evidence that the structure and content of the briefing is defined * The structure and content explicitly address the aims and objectives of the team briefing in a logical manner, possibly taking into account, but not restricted to: size, knowledge, needs and expectations of the audience | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to deliver a team briefing [60 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   * Prepare the location for the team brief ensuring relevant equipment is sourced | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | | | |  | | |
| * No recognisable evidence of preparation of the location prior to the briefing and/or nothing on sourcing equipment * Preparation of the location and/or the sourcing of equipment is inappropriate | | * There is evidence that the briefing location has been prepared and is appropriate, although the evidence may be more implicit than explicit and/or minor adjustments to the location may have to be made before commencing the briefing, **and** there is also some evidence the sourcing of equipment, although the evidence may be limited and its relevance to the team brief may be more implicit than explicit | | | * There is detailed evidence of the sourcing of equipment and its relevance to the team brief is explicitly explained | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.2   * Communicate the location and any relevant information to the team prior to the briefing | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | | | |  | | |
| * No recognisable evidence of communication of the location of the team briefing * Communication is evidenced but it does not adequately convey the location of the briefing and/or it is not directed to the team | | * There is evidence of brief communication to the team to inform them of the location of a briefing, possibly along with other relevant information. | | | * Comprehensive evidence is provided of detailed communication, in different forms, appropriate to inform the team of the location of a briefing, along with all relevant information | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.3   * Conduct a team briefing effectively responding to any enquiries during/after the team briefing | **Referral [ca.6/24]** | | **Pass [12/24]** | | | **Good Pass [ca.18/24]** | | | | |  | | |
| * There is no recognisable evidence given of conducting a team briefing or, if given, the briefing is not conducted appropriately * There is no recognisable evidence given of handling queries during/after the team briefing or, if given, responses are ineffective or inappropriate | | * There is evidence of appropriately conducting a team briefing **and** there is evidence of effectively handling queries during/after the team briefing | | | * Detailed and comprehensive evidence of appropriately conducting a team briefing and/or detailed and comprehensive evidence of effectively handling queries during/after the team briefing * An explanation, perhaps in some detail, is provided of conducting the team briefing, covering presentation skills * An explanation, perhaps in some detail, is provided of responding to enquiries | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| AC 2.4   * Outline how to ensure the team’s understanding of the team brief | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | | | |  | | |
| * Nothing given on how the team’s understanding of the team brief will be checked or, if given, the way(s) is/are merely stated or listed, as opposed to outlined * An outline is given of how to make sure the team understand but the method(s) of checking is/are inappropriate | | * An outline is given of an appropriate and effective way to ensure the team understand the team brief | | | * Appropriate methods of checking understanding are explained, perhaps in some detail, as opposed to merely outlined * Reasons are given for choosing the particular methods or why they are appropriate is outlined | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 3:** Be able to report back on a team briefing [12 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  State how outcomes of the briefing can be reported back to management | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | | | |  | | |
| * No recognisable way of reporting the outcomes of the briefing to management is stated or, if given, is inappropriate * A reporting method is stated but relates only to the briefing itself and not to its outcomes | | * How the outcomes of the briefing can be reported to management is stated and the method(s) is/are appropriate | | | * Several appropriate methods for reporting the outcomes of the briefing to management are described or explained, perhaps in some detail, as opposed to merely stated * Reasons are given for choosing the particular methods or why they are appropriate is outlined | | | | |
| / 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** | | **Signature of Assessor:**  **Date:** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | | **Signature of QA:**  **Date of QA check:** | | | |