**MARK SHEET – Personal Professional 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 1:** Understand the ethical and professional standards expected of business professionals | | | | | | | | | |
| **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** | |
| AC 1.1  Assess own work practices for meeting ethical and professional business performance standards | **Referral [ca .*3/12*]** | | **Pass [*6/12*]** | | **Good Pass [ca. 9/12]** | | |  | |
| * Own work practices for meeting ethical and professional business performance standards are not assessed, or the assessment is incorrect or inappropriate, or the criteria for the assessment are inappropriate, or own work practices are merely listed or described with no assessment to make a judgement as to how well they meet ethical and professional business performance standards | | * Own work practices are correctly and appropriately assessed to make a judgement as to how well they meet ethical and professional business performance standards, although the criteria for the assessment are limited and/or subjective | | * Own work practices are correctly and appropriately assessed to make a judgement as to how well they meet ethical and professional business performance standards using a full range of objective criteria | | |
| / 12  (min. of 6) | Pass or Referral |

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| AC 1.2  Appraise feedback from colleagues to determine actions for own professional development | **Referral [ca .*3/12*]** | **Pass [*6/12*]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * Feedback from colleagues to determine actions for own professional development to meet ethical and professional business performance standards is not appraised or is appraised incorrectly or inappropriately, or feedback is merely listed or described and not appraised to identify strengths and weaknesses, or feedback from colleagues is inappropriate or insufficient to undertake a meaningful appraisal | * Sufficient but limited appropriate feedback from colleagues to determine actions for own professional development to improve own professional work role and responsibilities is appraised correctly and appropriately to identify a narrow range of strengths and weaknesses | | * Complete and appropriate feedback from colleagues to determine actions for own professional development to improve own professional work role and responsibilities is appraised correctly and appropriately to identify a full range of strengths and weaknesses |  | |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.3  Set objectives for improvements to be made to own professional work role and responsibilities | **Referral [ca. *2/8*]** | **Pass [*4/8*]** | | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** | |
| * Objectives for improvements to be made to own professional work role and responsibilities are not set or are unrealistic or inappropriate, or objectives are not based on an assessment or appraisal, or objectives are merely listed or stated with no attempt to make them SMART | * Limited but realistic and appropriate objectives for improvements to be made to own professional work role and responsibilities are based on an assessment and appraisal, although further development is required to make the objectives fully SMART and/or objectives are not broken-down into long-term and short-term objectives | | * A complete range of realistic and appropriate long-term and short-term fully SMART objectives for improvements to be made to own professional work role and responsibilities are based on an appropriate and complete assessment and appraisal |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome 2:** Understand the planning for own personal professional development | | | | | | |

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| **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** | |
| AC 2.1  Review own continuing professional development (CPD) needs, taking into account current and future work role, responsibilities | **Referral [ca. *2/8*]** | **Pass [*4/8*]** | | **Good Pass [ca. 6/8]** |  | |
| * Own continuing professional development (CPD) needs taking into account current and future work responsibilities are not reviewed, or are reviewed incorrectly or inappropriately, or the review does not take account of current and future work responsibilities, or the review takes account of current ***or*** future work responsibilities but not both, or CPD needs are merely listed or described with no review to make a judgement based on a combination of evidence and practice | * Own continuing professional development (CPD) needs taking into account current and future work responsibilities are reviewed correctly and appropriately to make a limited judgement based on a combination of evidence and practice, although the evidence for the judgement is limited or subjective | | * Own continuing professional development (CPD) needs taking into account current and future work responsibilities are reviewed correctly and appropriately to make a full judgement based on a combination of comprehensive objective evidence and practice |
| / 8  (min. of 4) | Pass or Referral |
| AC 2.2  Construct a personal development plan based on identified needs | **Referral [ca. *2/8*]** | **Pass [*4/8*]** | | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** | |
| * A personal development plan based on identified needs is not constructed or the plan does not address the identified needs, or the plan is incorrect, inappropriate or deficient | * A limited but sufficient personal development plan that identifies the learning activities and resource requirements is constructed correctly and appropriately to address the identified needs, although further development is required for full implementation and/or to make the plan fully SMART | | * A fully-developed and SMART personal development plan that identifies the learning activities, resource requirements, support needed, links to enterprise objectives and the evidence that will show the identified needs have been met is constructed correctly and appropriately to address the identified needs |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome 3:** Be able to improve own professional practice through recognised support networks | | | | | | |

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| **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** | |
| AC 3.1  Review the effectiveness of own networks in supporting professional practice | **Referral [ca. *3/12*]** | **Pass [*6/12*]** | | **Good Pass [ca. 9/12]** |  | |
| * The effectiveness of own networks in supporting professional practice is not reviewed or is reviewed incorrectly or inappropriately, or only one network is reviewed, or networks are merely listed or described with no review to make a judgement on their effectiveness based on a combination of evidence and practice | * Own networks in supporting professional practice are reviewed correctly and appropriately to make a judgement on their effectiveness based on a combination of evidence and practice, although the scope of the networks is narrow and/or evidence for the judgement is limited or subjective | | * The full scope of own networks in supporting professional practice is reviewed correctly and appropriately to make a judgement on their effectiveness based on a combination of detailed objective evidence and practice |
| / 12  (min. of 6) | Pass or Referral |
| AC 3.2  Identify and describe other networks that will meet and support own professional development | **Referral [ca. *3/12*]** | **Pass [*6/12*]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * Other networks that will meet and support own professional development are not identified and described, or other networks are inappropriate, or other networks are merely identified with no description of their principal features that will meet and support own professional development | * Other networks that will meet and support own professional development are identified and a limited account of their principal features describes how they will meet and support own professional development | | * Other networks that will meet and support own professional development are identified and a limited account of their principal features describes how they will meet and support own professional development |  | |
| / 12  (min. of 6) | Pass or Referral |
| AC 3.3  Set objectives for improving own professional development networks to achieve identified performance improvements | **Referral [ca. *2/8*]** | **Pass [*4/8*]** | | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** | |
| * Objectives for improving own professional development networks to achieve identified performance improvements are not set, or are incorrect or appropriate, or objectives are merely listed or stated with no attempt to make them SMART | * Limited but realistic and appropriate objectives for improving own professional development networks to achieve identified performance improvements are set, although further development is required to make the objectives fully SMART and/or objectives are not broken-down into long-term and short-term objectives | | * A complete range of realistic and appropriate long-term and short-term fully SMART objectives for improving own professional development networks to achieve identified performance improvements are set |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome 4:** Understand own ability to improve business/enterprise support services | | | | | | |
| **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** | |
| AC 4.1  Apply performance monitoring techniques to review business/enterprise support services offered by self or employers | **Referral [ca. *2/8*]** | **Pass [*4/8*]** | | **Good Pass [ca. 6/8]** |  | |
| * Performance monitoring techniques to review business/enterprise support services offered by self or employers are not applied or are applied incorrectly or inappropriately, or the performance monitoring techniques are identified but there is no evidence that they are applied, or the performance monitoring techniques are incorrect, inappropriate or deficient | * Evidence is provided that a limited but sufficient range of appropriate performance monitoring techniques are applied correctly and appropriately to review business/enterprise support services offered by self or employers | | * Evidence is provided that a full range of appropriate performance monitoring techniques are applied correctly and appropriately to review all business/enterprise support services offered by self or employers |
| / 8  (min. of 4) | Pass or Referral |
| AC 4.2  Establish opportunities for improving business support services offered by self, employers and business/enterprise networks | **Referral [ca. *3/12*]** | **Pass [*6/12*]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * There is no evidence that opportunities for improving business support services offered by self, employers and business/enterprise networks have been established, or opportunities for improving business support services offered by self ***or*** employers ***or*** business/enterprise networks have been established but not all three, or opportunities are unrealistic or merely stated without making it clear how they would improve business support service | * Evidence is provided that a limited but sufficient range of realistic opportunities for improving business support services offered by self, employers and business/enterprise networks have been established, although how these opportunities will improve business support service or opportunities requires further development | | * Evidence is provided that a full range of fully-developed realistic opportunities for improving business support services offered by self, employers and business/enterprise networks have been established |  | |
| / 12  (min. of 6) | Pass or Referral |

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| **Section comments** (optional): | | **Verification comments** (optional): | | |
|  | | | **/ 100**  **TOTAL MARKS** | |
| **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:** |