



# KD TRAINING SOLUTIONS

Diploma in First Line Management (Level 3)  
Unit Title – Developing Individuals and Teams (3005)

Learner Name: ..... CMI Registration Number: .....

*This is to certify that the work submitted with this marking sheet has been produced by me and where I have used someone else's work, it has been properly referenced.*

Signed: ..... Date: .....

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**Self-Assessment by Learner:**

Signed: .....

**Comments by Mentor/Line Manager (if applicable):**

Signed: ..... Name: .....

**Diploma in First Line Management (Level 3)**  
**Unit Title – Developing Individuals and Teams (3005)**

**ASSESSMENT OF LEARNING OUTCOME ACHIEVEMENT:**

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	<b>Partially Achieved</b>	<b>Fully Achieved</b>
Understand the factors involved in leading a team to achieve agreed objectives	Described how good a leader you felt you were  Explained how well you agreed and communicated work objectives to your team and the individuals within it		
Understand the current competencies of individuals and teams	Described how effective you reviewed individual and team competencies		
Know how to develop the competencies of individuals and teams	Explained how effective you were at developing your team and the individuals within it		
Knowledge	Your knowledge is of an appropriate depth and breadth and you have demonstrated understanding by applying it appropriately to your work situation		
Presentation	Your work is presented in a professional manner and the level of communication is appropriate for the Diploma in First Line Management		

**Signature of Assessor:**

Signed: ..... Name: .....

Date: .....

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Unit Title – Developing Individuals and Teams (3005)

Comments by Assessor:

Signed: ..... Name: .....

Date: .....

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Comments by Internal Moderator:		
Is the learner brief attached?	YES	NO
Are assessment criteria or grading guidelines attached?	YES	NO
Does the work meet the assessment brief?	YES	NO
Have the assessment criteria been fairly applied?	YES	NO
Has the assessor indicated that the learner has partially or fully achieved all learning outcomes?	YES	NO
Has the learner been given comprehensive and constructive feedback?	YES	NO
Has the assessment been consistently marked with other work in the same Unit?	YES	NO
Has all the relevant paperwork for this assessment been properly and fully completed?	YES	NO
Are you completely satisfied that this piece of work fully meets the requirements of the Diploma in First Line Management for this Unit?	YES	NO
Do you have any concerns about authenticity, bias or inconsistency of decisions? (If so, make detailed comments overleaf)	YES	NO

<p>Sampling completed by:</p> <p>Signed: ..... Date: .....</p> <p>Name: .....</p>
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