



KD TRAINING SOLUTIONS

Diploma in First Line Management (Level 3)
Unit Title – Improving Team Performance (3008)

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:

Self-Assessment by Learner:

Signed:

Comments by Mentor/Line Manager (if applicable):

Signed: Name:

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ASSESSMENT OF LEARNING OUTCOME ACHIEVEMENT:

Learning Outcomes	Assessment Criteria	Partially Achieved	Fully Achieved
<p>Be able to identify issues which affect performance</p> <p>Know how to select and apply the best course of action to address a performance issue</p>	<p>Describe how you might use an informal, counselling approach to deal with a member of your team who was underperforming</p>		
<p>Be able to take action to achieve the performance issue of an individual</p>	<p>Describe the process you would use to discipline one of your team members</p> <p>Explain how you might deal with a grievance from one of your team members</p>		
<p>Knowledge</p>	<p>Your knowledge is of an appropriate depth and breadth and you have demonstrated understanding by applying it appropriately to your work situation</p>		
<p>Presentation</p>	<p>Your work is presented in a professional manner and the level of communication is appropriate for the Certificate in Management</p>		

Signature of Assessor:

Signed: Name:

Date:

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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>
