



# KD TRAINING SOLUTIONS

**Diploma in First Line Management (Level 3)**  
**Unit Title – Personal Development as a First Line Manager**  
**(Unit 3001)**

Student Name: ..... 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 Candidate:**

Signed: .....

**Comments by Mentor/Line Manager:**

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

**Diploma in First Line Management (Level 3)**  
**Unit Title – Personal Development as a First Line Manager**  
**(Unit 3001)**

**ASSESSMENT OF LEARNING OUTCOME ACHIEVEMENT:**

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	<b>Partially Achieved</b>	<b>Fully Achieved</b>
Understand how to develop and use a personal development plan	Evaluated your personal development needs and describe d how you intend to achieve your objectives with the aid of a personal development plan		
Know how to plan and manage work	Selected a specific task you had recently been involved with and explained how effective you felt your planning skills were  Described how well you managed the time available to you to achieve your work objectives		
Understand how to develop and maintain effective working relationships to achieve objectives	Explained the importance of developing and maintaining good working relationships		
Be able to maintain a healthy, safe and productive working environment	Described how you contributed to a healthy, safe and productive working environment		
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: .....

**Diploma in First Line Management (Level 3)**  
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**(Unit 3001)**

**Comments by Assessor:**

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

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**(Unit 3001)**

<b>Comments by Internal Moderator:</b>		
Is the candidate 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 candidate has partially or fully achieved all learning outcomes?	YES	NO
Has the candidate 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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