



KD TRAINING SOLUTIONS

Diploma in First Line Management (Level 3)
Unit Title – Meeting Stakeholder Needs (Unit 3003)

Learner 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:

Self-Assessment by Learner:

Signed:

Comments by Mentor/Line Manager (if applicable):

Signed: Name:

Diploma in First Line Management (Level 3)
Unit Title – Meeting Stakeholder Needs (Unit 3003)

ASSESSMENT OF LEARNING OUTCOME ACHIEVEMENT:

Learning Outcomes	Assessment Criteria	Partially Achieved	Fully Achieved
Identify stakeholders and plan to meet their needs } Understand the process required to continually improve meeting stakeholder needs } Prepare a case to support a change in meeting stakeholder needs }	Explain to what degree your team identifies, provides and exceeds the needs of an external or internal customer Describe how effective your organisation/department is at continually improving to meet the changing needs of its stakeholders Explain how your work area might benefit from a change to meet the changing demands of a specific stakeholder		
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 Certificate in Management		

Signature of Assessor:

Signed: Name:

Date:

Diploma in First Line Management (Level 3)
Unit Title – Meeting Stakeholder Needs (Unit 3003)

Comments by Assessor:

Signed: Name:

Date:

Diploma in First Line Management (Level 3)
Unit Title – Meeting Stakeholder Needs (Unit 3003)

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 at Level 3 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>
--

Note: Comments by the Chartered Management Institute External Verifier will be made on the appropriate Centre Visit Report.