



KD TRAINING SOLUTIONS

Diploma in Management and Leadership (Level 5)
Unit Title – Performance Management (5003)

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:

Signed: Name:

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ASSESSMENT OUTCOME:

Learning Outcomes:	Assessment Criteria:	Achieved:	Partially Achieved:
Identify and agree performance objectives	Analyse whether you work in a team or group. Explain how well you allocate work to your team.		
Assess performance and provide feedback	Explain to what degree you provide effective and constructive feedback to team members. Analyse how well you managed a recent conflict situation in your work area.		
Understand performance support improvement	Analyse a specific occasion of how effective you were at dealing with under-performance. Explain how you would set up remote working if the opportunity arose.		
Understand and apply the organisation's disciplinary and grievance procedures	Describe how you might deal with a disciplinary issue. Describe how you might deal with a grievance issue.		
Knowledge and Understanding	Demonstrated knowledge of the Unit at the relevant depth and breadth. Understood the topics sufficiently to apply them to your own situation		
Presentation	Produced a piece of work that is communicated in a professional manner		

Signature of Assessor:

Signed: Name: Date:.....

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Detailed 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 Management and Leadership (Level 5) 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: Name:</p> <p>Date:</p>
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