



# KD TRAINING SOLUTIONS

## The Chartered Management Institute

### Diploma in First Line Management (Level 3)

#### Unit Title – Resource Planning (3002)

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: .....

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#### Self-Assessment by Learner:

Signed: .....

#### Comments by Mentor/Line Manager:

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

**Diploma in First Line Management (Level 3)**  
**Unit Title – Resource Planning (3002)**

**ASSESSMENT OF LEARNING OUTCOME ACHIEVEMENT:**

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	<b>Partially Achieved</b>	<b>Fully Achieved</b>
Plan resource needs with the team	Provide some background information about your organisation and give a short summary of the resources it use, highlighting any specific responsibilities you have towards them  Briefly outline the key external environment influences that might affect your organisation obtaining the resources it needs		
Monitor, record and control resources within the work area	Evaluate a recent activity that did not go as expected from a resource point of view  Describe how you feel the level of resource availability affects the overall performance of your team  Describe the budgeting process used in your work area, including how variances are identified and dealt with		
Change to resource requirements	Suggest ways in which a current resource problem might be resolved using GAP analysis		
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 at Level 3		

**Signature of Assessor:**

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

Date: .....

Diploma in First Line Management (Level 3)  
Unit Title – Resource Planning (3002)

Comments by Assessor:

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

Date: .....

**Diploma in First Line Management (Level 3)**  
**Unit Title – Resource Planning (3002)**

<b>Comments by Internal Moderator:</b>		
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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