



***KD TRAINING SOLUTIONS***

Diploma in Management and Leadership  
Unit Title – Personal Development as a Manager and Leader  
(Unit 5001)

Candidate 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: .....

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**ASSESSMENT OUTCOME:**

<b>Learning Outcomes:</b>	<b>Assessment Criteria:</b>	<b>Achieved:</b>	<b>Partially Achieved:</b>
Be able to assess and plan for personal professional development	Identified your current knowledge, skills and abilities in the context of your current role and ambition		
Be able to implement and evaluate the personal development plan	Produced a Personal Development Plan (PDP) for the future ensuring your objectives are SMART		
Be able to plan for the resources required for personal professional development	Analysed how you might improve your time management skills in order to have time available to carry out your personal development		
Be able to promote healthy and safety working practices	Analysed how effective your organisation is at ensuring its staff work in a healthy and safe environment		
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		
<b>Signature of Assessor:</b>			
Signed: .....Name: .....			
Date: .....			

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Detailed Comments by Assessor:

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

Date: .....

**Diploma in Management and Leadership**  
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**(Unit 5001)**

<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 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

Sampling completed by:  Signed: ..... Date:.....  Name: .....
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**Note: Comments by the Chartered Management Institute External Verifier will be made on the appropriate Centre Visit Report.**