



KD TRAINING SOLUTIONS

The Chartered Management Institute
Diploma in Management and Leadership (Level 5)

Marking Sheet for: Information Based Decision Making (Unit 5002)

Learner Name: CMI 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 (to be completed in all cases):

Signed: Name: Date:

Comments by Mentor/Line Manager (if applicable):

Signed: Name: Date:

The Chartered Management Institute
Diploma in Management and Leadership (Level 5)

Marking Sheet for: Information Based Decision Making (Unit 5002)

ASSESSMENT OUTCOME:

Learning Outcomes:	Assessment Criteria:	Achieved:	Partially Achieved:
Identify and select sources of data and information	Explain what type of information you deal with on a regular basis and where it comes from		
	Analyse how well the information you work with is stored and protected		
Analyse and present information to support decision making	Analyse the quality of a specific piece of information you are familiar with that would benefit from improvement		
	Review 2 decisions you have made recently (one good and one bad) and comment on what you did well and what could be improved		
Communicate the results of information analysis and decisions	Review the communication methods you currently use and make suggestions for improvement		
	Reflect on a meeting that you or someone you know well has chaired and comment on how effective it was compared to best practice models		
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:

The Chartered Management Institute
Diploma in Management and Leadership (Level 5)

Marking Sheet for: Information Based Decision Making (Unit 5002)

Detailed Comments by Assessor:

Signed: Name: Date:

The Chartered Management Institute
Diploma in Management and Leadership (Level 5)

Marking Sheet for: Information Based Decision Making (Unit 5002)

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 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: Name: Date: