



KD TRAINING SOLUTIONS

Diploma in First Line Management (Level 3)
Unit Title – Managing and Communicating Information (Unit 3004)

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:

Signed:

Comments by Mentor/Line Manager (if applicable):

Signed: Name:

Diploma in First Line Management (Level 3)
Unit Title – Managing and Communicating Information (Unit 3004)

ASSESSMENT OF LEARNING OUTCOME ACHIEVEMENT:

Learning Outcomes	Assessment Criteria	Partially Achieved	Fully Achieved
Gather and select data	<p>Explain why effective information management is important</p> <p>Explain the various types of information you normally deal with in your work area</p>		
Interpret data and information related to a work activity	<p>Describe how you collect information to do your job</p> <p>Evaluate the way you select information against best practice criteria</p> <p>Explain how well you feel information you use is stored and protected</p>		
Communicate the results of the information analysis	<p>Explain how effectively you share information with work colleagues</p> <p>Evaluate how written information you deal with complies to the KISS theory</p> <p>Describe how numbers might be used to present some information from your work area</p>		
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 (Level 3)		

Signature of Assessor:

Signed: Name:

Date:

Diploma in First Line Management (Level 3)
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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 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>
