



KD TRAINING SOLUTIONS

Diploma in First Line Management Unit Title – Maintaining Quality Standards (Unit 3007)

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:

Comments by Mentor/Line Manager (if applicable):

Signed: Name:

Diploma in First Line Management
Unit Title – Maintaining Quality Standards (Unit 3007)

ASSESSMENT OF LEARNING OUTCOME ACHIEVEMENT:

Learning Outcomes	Assessment Criteria	Partially Achieved	Fully Achieved
Understand the concept of quality	Explain how well quality is incorporated into the work that you are responsible for		
Understand the impact of quality on team operations	Explain the impact of quality on the work that you do and describe how you do or could encourage the involvement of your team in this process		
Understand how to measure an aspect of quality for a team activity	Carry out a basic quality audit in line with your organisation's quality systems and report your findings Identify a known quality problem in your work area and with the help of your team, suggest ways in which you could resolve the issue		
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		

Signature of Assessor:

Signed: Name:

Date:

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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

Sampling completed by:

Signed: Date:

Name:

Note: Comments by the Chartered Management Institute External Verifier will be made on the appropriate Centre Visit Report.