**MARK SHEET – Understand how to lead effective meetings**

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| **Centre Number :** |  | **Centre Name :** |  |
| **Learner Registration No :** |  | **Learner Name:** |  |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET** Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass.’ **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).** Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | 1. **Learner named above confirms authenticity of submission.**
2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**

**However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** |
| **Learning Outcome / Section 1:** Understand how to prepare and plan a meeting |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors***[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | **Assessor feedback on AC** |
| AC 1.1Explained the purpose of a meeting | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** |  |
| * The purpose of a meeting is not explained or if explained, is inaccurate or incorrect
 | * The purpose of a meeting is explained
 | * The purpose of a meeting or of different types of meetings is clearly and accurately explained
 |
| / 12(min. of 6) | Pass or Referral |
| AC 1.2Explained the purpose and structure of an agenda | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * The purpose and structure of an agenda is not explained or if explained, is inaccurate or incorrect
 | * The purpose and structure of an agenda is explained
 | * The purpose and structure of an agenda is clearly and accurately explained
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| / 12(min. of 6) | Pass or Referral |

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| AC 1.3Explained how to select and invite the right people to attend the meeting | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * No explanation of how to select and invite the right people to attend the meeting is given or if given, is insufficient, inaccurate or incorrect
 | * Explanation of how to select and invite the right people to attend the meeting is given
 | * Clear and accurate explanation of how to select and invite the right people to attend the meeting is given
 |  |
| / 12(min. of 6) | Pass or Referral |
| AC 1.4Described how to prepare prior to a meeting | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * No description is given of how to prepare prior to a meeting or if described , is insufficient, inaccurate or incorrect
 | * How to prepare prior to a meeting is described
 | * How to prepare prior to a meeting is clear and accurate and preparations may be described in some detail
 |  |
| / 12(min. of 6) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Understand how to manage a meeting |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors***[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | **Assessor feedback on AC** |
| AC 2.1Explained the roles and responsibilities of the chairperson, the secretary and individuals at a meeting | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** |  |
| * No explanation is given of the roles and responsibilities of the chairperson, the secretary and individuals at a meeting or if given, is insufficient, inaccurate or incorrect or one of the roles is explained, not all the roles
 | * Explanation is given of the roles and responsibilities of the chairperson, the secretary and individuals at a meeting although the explanation may be limited
 | * Clear and accurate explanation is given of the roles and responsibilities of the chairperson, the secretary and various individuals at a meeting
 |
| / 12(min. of 6) | Pass or Referral |
| AC 2.2Explained basic meeting protocol and procedures | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * No explanation is given of basic meeting protocol and procedures
 | * Explanation is given of basic meeting protocol and procedures although the explanation may be limited
 | * Clear and accurate explanation is given of basic meeting protocol and procedures
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| / 16(min. of 8) | Pass or Referral |

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| AC 2.3Explained positive and negative actions that can affect meetings | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * No explanation of positive and negative actions that can affect meetings are explained or are listed rather than explained or if explained, are inaccurate or incorrect, or has explained positive OR negative actions but not both
 | * Both positive and negative actions that can affect meetings are explained although the explanation may be limited
 | * Both positive and negative actions that can affect meetings are clearly and accurately explained, examples from own workplace may be given to enhance explanation
 |  |
| / 12(min. of 6) | Pass or Referral |
| AC 2.4Explained the purposes of minutes and action plans | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * The purposes of minutes and action plans are not explained or if explained, are insufficient, inaccurate or incorrect, or has explained purpose of minutes OR of actions plans but not both
 | * The purposes of both minutes and action plans are explained
 | * The purposes of both minutes and action plans are clearly and accurately explained in some detail
 |  |
| / 12(min. of 6) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
|  | **/ 100****TOTAL MARKS** |
| **Assessor’s Decision** | **Quality Assurance Use** |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of Assessor:****Date:** | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of QA:****Date of QA check:** |