

## MARK SHEET – UNIT 503 - Reviewing own ability as a management coach or mentor

Centre Number :		Centre Name :		
Learner Registration No :		Learner Name:		
<p><b>INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET</b></p> <p>Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.</p> <p>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.'</p> <p><b>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).</b></p> <p>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.</p>			<p>1. Learner named above confirms authenticity of submission.</p> <p>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.</p> <p>However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/></p>	
<b>Learning Outcome / Section 1: Be able to assess your own skills, behaviours and knowledge as a coach and mentor</b>				
<b>Assessment Criteria (AC)</b>	<b>Sufficiency Descriptors</b> <i>[Typical standard that, if replicated across the whole submission, would produce a referral, borderline pass or good pass result]</i>			<b>Assessor feedback on AC</b>
	<b>Referral [ca. 4/16]</b>	<b>Pass [8/16]</b>	<b>Good Pass [ca. 12/16]</b>	
AC 1.1 Conduct an evidenced assessment analysis of your own ability as a coach and/or mentor relating to knowledge, skills and behaviours	<ul style="list-style-type: none"> <li>There is no evidenced assessment analysis, or it is insufficiently evidenced or the evidence is inappropriate</li> </ul>	<ul style="list-style-type: none"> <li>A limited but appropriate assessment analysis of own ability as a coach and/or mentor based on sufficient and relevant evidence</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive and detailed assessment analysis of own ability as a coach and/or mentor using detailed and appropriate examples and evidence</li> </ul>	/ 16 (min. of 8)      Pass or Referral
AC 1.2 Using this analysis critically review your strengths and weaknesses in relation to your skills, behaviours and knowledge as a coach or mentor	<ul style="list-style-type: none"> <li>There is no critical review of your strengths and weaknesses in relation to your skills, behaviours and knowledge as a coach and/or mentor or the critical review is inappropriate and deficient or the critical review does not cover all three – skills, behaviours and</li> </ul>	<ul style="list-style-type: none"> <li>A limited but sufficient and appropriate critical review based on the analysis looks at both strengths and weaknesses in relation to all three areas - skills, behaviours and knowledge</li> <li>Critical review uses models of coaching and/or mentoring</li> </ul>	<ul style="list-style-type: none"> <li>A detailed and appropriate critical review looks at own strengths and weaknesses across a comprehensive range of skills, knowledge, behaviours and knowledge as a coach and/or mentor based a combination of evidenced analysis and theoretical models</li> </ul>	<b>Assessor feedback on AC</b>

	knowledge <ul style="list-style-type: none"> <li>The critical review does not use any models of coaching or mentoring</li> </ul>			/ 16 (min. of 8)	Pass or Referral
<b>Section comments</b> (optional):			<b>Verification comments</b> (optional):		
<b>Learning Outcome / Section 2:</b> Be able to critically review and reflect on the effectiveness of your own practice as a coach or mentor					
<b>Assessment Criteria (AC)</b>	<b>Sufficiency Descriptors</b> <i>[Typical standard that, if replicated across the whole submission, would produce a referral, borderline pass or good pass result]</i>			<b>Assessor feedback on AC</b>	
AC 2.1 Critically review the coaching activity undertaken looking at the process, patterns and outcomes	<b>Referral [ca. 3/12]</b>	<b>Pass [6/12]</b>	<b>Good Pass [ca. 9/12]</b>		
	<ul style="list-style-type: none"> <li>The is no critical review of the coaching or mentoring activity undertaken, or the critical review is inappropriate or deficient, or the critical review does not look at the process, patterns and outcomes, or the critical review looks at process or patterns or outcomes but not all three, or the coaching or mentoring activity is merely described with no critical review using a combination of evidence and theoretical models and practice to make an in-depth judgement on the coaching activity</li> </ul>	<ul style="list-style-type: none"> <li>A limited but sufficient and appropriate critical review looks at the process, patterns and outcomes of the coaching or mentoring activity using a combination of evidence and theoretical models and practice to make an in-depth judgement on a narrow but sufficient range of the coaching activity</li> </ul>	<ul style="list-style-type: none"> <li>A detailed and appropriate critical review looks at the process, patterns and outcomes of the coaching or mentoring activity using a combination of evidence and theoretical models and practice to make an in-depth judgement on the whole of the coaching or mentoring activity</li> </ul>		
				/ 12 (min. of 6)	Pass or Referral
AC 2.2 Critically evaluate your own skills as a coach or mentor focussing particularly on your self-awareness, approach, communication skills, and relationship management	<b>Referral [ca. 3/12]</b>	<b>Pass [6/12]</b>	<b>Good Pass [ca. 9/12]</b>	<b>Assessor feedback on AC</b>	
	<ul style="list-style-type: none"> <li>Own skills as a coach or mentor have not been critically evaluated, or the critical evaluation is inappropriate or deficient, or the critical evaluation does not focus on self-awareness, approach, communication skills, and</li> </ul>	<ul style="list-style-type: none"> <li>A limited but sufficient and appropriate critical evaluation of a narrow but sufficient range of own skills as a coach or mentor focuses on self-awareness, approach, communication skills, and relationship management to provide a conclusion or</li> </ul>	<ul style="list-style-type: none"> <li>A detailed and appropriate critical evaluation of the full range of own skills as a coach or mentor focuses on self-awareness, approach, communication skills, and relationship management to provide a conclusion or</li> </ul>		

	relationship management, or the critical evaluation focuses on self-awareness or approach or communication skills or relationship management but not all four, or own skills as a coach or mentor are merely described with no critical evaluation to provide a conclusion or recommendations	recommendations	recommendations		
				/ 12 (min. of 6)	Pass or Referral
AC 2.3 Discuss how you ensure your coaching or mentoring is ethical and non-judgemental	<b>Referral [ca. 2/8]</b>	<b>Pass [4/8]</b>	<b>Good Pass [ca. 6/8]</b>	<b>Assessor feedback on AC</b>	
	<ul style="list-style-type: none"> <li>How you ensure your coaching or mentoring is ethical and non-judgemental is not discussed, or the discussion is incorrect, inappropriate or deficient, or ensuring ethical or non-judgemental is discussed but not both</li> </ul>	<ul style="list-style-type: none"> <li>How you ensure your coaching or mentoring is ethical and non-judgemental is correctly and appropriately discussed, although the outcomes of the discussion are limited and/or imprecise</li> </ul>	<ul style="list-style-type: none"> <li>How you ensure your coaching or mentoring is ethical and non-judgemental is correctly and appropriately discussed to provide detailed and precise outcomes</li> </ul>		
				/ 8 (min. of 4)	Pass or Referral
AC 2.4 Provide evidence of reflecting on actual coaching or mentoring activity by using examples and evidence	<b>Referral [ca. 3/12]</b>	<b>Pass [6/12]</b>	<b>Good Pass [ca. 9/12]</b>	<b>Assessor feedback on AC</b>	
	<ul style="list-style-type: none"> <li>No evidence of reflecting on actual coaching or mentoring activity is provided, or the reflection is inappropriate or deficient, or no appropriate examples and evidence is provided, or coaching or mentoring activity is merely described with no reflection, or the reflection is inappropriate or deficient, or the reflection does not engage in a process of learning to develop what might be an improvement to coaching or mentoring</li> </ul>	<ul style="list-style-type: none"> <li>Limited but sufficient and appropriate examples and evidence is provided of reflecting on actual coaching or mentoring activity, although the process of learning is imprecise and/or improvements to coaching or mentoring activity are tentative</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive and appropriate examples and evidence is provided of reflecting on actual coaching or mentoring activity and applying a clear and precise process or model of learning to create appropriate and defined improvements</li> </ul>		
				/ 12 (min. of 6)	Pass or Referral

**Section comments** (optional):

**Verification comments** (optional):

<b>Learning Outcome / Section 3:</b> Be able to demonstrate how you have developed and how you plan to develop in the future as a coach or mentor					
<b>Assessment Criteria (AC)</b>	<b>Sufficiency Descriptors</b> <i>[Typical standard that, if replicated across the whole submission, would produce a referral, borderline pass or good pass result]</i>			<b>Assessor feedback on AC</b>	
	<b>Referral [ca. 2/8]</b>	<b>Pass [4/8]</b>	<b>Good Pass [ca. 6/8]</b>		
AC 3.1 Explain and reflect on the effectiveness of tutorial supervision	<ul style="list-style-type: none"> <li>There is no explanation and/or reflection on the effectiveness of tutorial supervision, or the explanation and reflection is incorrect, inappropriate or deficient, or tutorial supervision has merely been described with no account of the practices of supervision to explain how it worked and/or the reflection does not engage in a process of learning to develop what might be an improvement on the effectiveness of tutorial supervision</li> </ul>	<ul style="list-style-type: none"> <li>A limited but sufficient explanation and reflection provides an appropriate account of a narrow but sufficient range of the practices of tutorial supervision to explain how it worked, although the process of reflective learning is imprecise and/or improvements to tutorial supervision arising out of reflection are tentative</li> </ul>	<ul style="list-style-type: none"> <li>A detailed and correct explanation provides an appropriate and full account of all of the practices of tutorial supervision to explain how it worked together with a clear and precise process or model of learning to reflect on tutorial supervision and to create appropriate and defined improvements for tutorial supervision</li> </ul>		
AC 3.2 Provide evidence of how you have recorded and logged your own progress and development as a coach or mentor	<ul style="list-style-type: none"> <li>There is no evidence or insufficient evidence of how you have recorded and logged your own progress and development as a coach or mentor, or the evidence is incorrect or inappropriate, or the presentation and/or content of the evidence does not show how you have developed as a coach or mentor</li> </ul>	<ul style="list-style-type: none"> <li>Limited but sufficient and appropriate evidence of how you have recorded and logged your own progress and development as a coach or mentor is provided, although the evidence for how you have developed is imprecise</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive and appropriate evidence of how you have recorded and logged your own progress and development as a coach or mentor is provided that clearly and precisely demonstrates how you have developed as a coach or mentor</li> </ul>	<b>Assessor feedback on AC</b>	

AC 3.3 Provide a linked and relevant plan for your future development for a minimum of the next twelve months	<b>Referral [ca. 2/8]</b>	<b>Pass [4/8]</b>	<b>Good Pass [ca. 6/8]</b>	<b>Assessor feedback on AC</b>	
	<ul style="list-style-type: none"> <li>A linked and relevant plan for your future development for a minimum of the next twelve months is not provided, or is inappropriate or deficient, or a plan is provided that is for less than twelve months</li> </ul>	<ul style="list-style-type: none"> <li>A limited but sufficient and appropriate linked and relevant plan for your future development is provided for a minimum of the next twelve months</li> </ul>	<ul style="list-style-type: none"> <li>A comprehensive and appropriate linked and relevant plan for your future development is provided for a minimum of the next twelve months</li> </ul>		
<b>Section comments</b> (optional):			<b>Verification comments</b> (optional):		
				/ 8 (min. of 4)	
				Pass or Referral	
				/ 100 TOTAL MARKS	
<b>Assessor's Decision</b>			<b>Quality Assurance Use</b>		
<b>Outcome</b> ( <i>delete as applicable</i> ): <b>PASS / REFERRAL</b>		<b>Signature of Assessor:</b>  <b>Date:</b>	<b>Outcome</b> ( <i>delete as applicable</i> ): <b>PASS / REFERRAL</b>		<b>Signature of QA:</b>  <b>Date of QA check:</b>