

Mock Marking Grids

Project presentation criteria

Value of their skills		
Ref	Assessment Criteria	Achieved
K2.5	Identify their role within the team	
K2.6	Identify the value of their skills	
K2.7	Analyse their skills, compared with others	

Stakeholders		
Ref	Assessment Criteria	Achieved
K3.4	Explain how to manage stakeholders including: <ul style="list-style-type: none"> • clarifying expectations • delivering on expectations 	
K3.5	Explain how to follow the principles of stakeholder management	

Processes		
Ref	Assessment Criteria	Achieved
K7.1	Describe how to consistently follow the organisation's processes	
K7.2	Outline how to make suggestions for small improvements and support on successful implementation	
K7.3	Describe how to follow organisational processes and promote adherence and improvements to them	
K7.4	Identify inefficiencies or ineffectiveness in a process and support on successful implementation of rectification	

IT		
Ref	Assessment Criteria	Achieved
S1.4	Use IT packages to perform tasks relevant to own role without supervision	

Decision making		
Ref	Assessment Criteria	Achieved
S3.1	Decisions are thought through, using a range of information to make a sound judgement	
S3.2	Challenges appropriately and is polite when doing so	
S3.3	Exercises sound judgement when asking for advice by choosing the appropriate time, manner and person	
S3.4	Decisions are timely and consistently show good judgement	
S3.5	Decisions are continuously made by thoughtfully considering different information and the risks of any action	
S3.6	Decisions are fully evidenced and justifiable	
S3.7	Consistently behaves and seeks advice in a mature way	

Interpersonal skills		
Ref	Assessment Criteria	Achieved
S4.1	Works effectively with a range of people	
S4.2	Influences and challenges peers when necessary	
S4.3	Supports others in the organisation and demonstrates coaching skills	
S4.4	Influence managers as well as peers	
S4.5	Constructively challenge managers, as well as peers, when necessary	
S4.6	Proactively offer coaching to others, providing relevant feedback	

Communications		
Ref	Assessment Criteria	Achieved
S5.6	Show flexibility to different situations	
S5.7	Consistently answers queries from both inside and outside of the organisation in a confident way	

Planning and organisation		
Ref	Assessment Criteria	Achieved
S7.7	Shares areas to improve plans with others	
S7.8	Improve the management of resources, e.g. identify cost savings or process improvements	
S7.9	Make suggestions for improvements to working practice showing understanding of implications beyond immediate environment	

Project management		
Ref	Assessment Criteria	Achieved
S8.1	Effectively plan and manage small projects	
S8.2	Able to lead small projects when required	
S8.3	Plan and manage a significant project and describe what made it a success	

Responsibility		
Ref	Assessment Criteria	Achieved
B5.7	Develop their own skills and behaviours	
B5.8	Proactively seeks opportunities to develop themselves and share this learning with others	