

iam Certificate in Administrative Management

Assessment

Name of candidate:		
Membership Number (if applicable)		
Accredited Centre or Organisation:		
Assessor:		
Date of assessment:		
	Outcome	Assessor's Comments
Personal SWOT analysis		
Completion of detailed SWOT analysis		
Relevance to job content		
Mentor comments/feedback		
Identification of key areas for development		
Identification of improvement and development needed		
Identification of opportunity options and actions needed		
Identification of threats/changes and actions needed		
Mentor comments/feedback		
Personal and Professional Development Plan		
Identification of skills/knowledge to be developed		
Evidence of setting SMART objectives and prioritisation		
Appropriateness of actions identified in relation to Plan		
Relevance of actions to job and career development		
Evidence of a long-term Development Strategy		
Mentor comments/feedback		

Implementation/actions			
Detailed record of work-based experience and actions			
Monitoring progress towards goals and addressing problems			
Achievement of learning outcomes within time-frame			
Mentor comments/feedback			
Reflection and Analysis on Units			
Unit 1			
Unit 2			
Unit 3			
Mentor Comments/feedback			
Summary			
Quality of reflection on CPD activities; evidence of learning			
Decision:	CRITERIA SATISFIED (PASS)	<input type="checkbox"/>	NOT YET SATISFIED (FAIL) <input type="checkbox"/>
Recommended action:			