

iam Learning Diary/Portfolio Assessment Guidance

Candidates need to have their work assessed by a person who is not their mentor/coach/facilitator. The role of the assessor is to complete the assessment matrix and make a judgement as to whether the learning diary/portfolio is a pass or fail.

Learning diaries/portfolios are personal to each candidate. Therefore the information provided will be different in each document. Candidates will have been guided by their mentor in relation to what is relevant and what is not.

The assessment matrix includes the following areas:

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		

iam Summary		
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Quality of reflection on CPD activities; evidence of learning		
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To achieve a pass the assessment is to justify if the candidates have

- Completed all areas of the learning diary
- Provided evidence in a relevant format
- Provided evidence that is relevant to the subject matter
- Demonstrated an understanding and knowledge related to the subject matter
- Provided evidence that is related to real world examples
- Reflected and analysed their work
- Provided evidence of work with their mentor.

Candidates who are deemed to have failed will have

- Provided inadequate evidence.
- Provided evidence that is not easily assessed
- Provided irrelevant evidence
- Demonstrated inadequate knowledge and understanding related to the subject matter
- Provided evidence that is limited or inappropriate to real world examples
- Limited analysis and reflection
- Provided no evidence of work with their mentor.

Results from assessment should be placed on the Learning Diary/Portfolio Candidate Assessment Results form and forwarded to **iam** head office. Assessors should provide the **iam** with 10% of marked learning diaries/portfolios for moderation...These portfolios will not be returned.

Candidates cannot be given results of assessments