

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate

<b>Unit Title</b>	<b>16 Training and development</b>	<b>Unit Code</b>	<b>F255</b>	<b>Session</b>		<b>Year</b>	
<b>Centre Name</b>						<b>Centre Number</b>	
<b>Candidate Name</b>						<b>Candidate Number</b>	

**Evidence:** You produce a training and development strategy for **two** functional areas of a medium- to large-sized business.

Criteria			Teacher Comment	Page No.
<p><b>AO1.1:</b> You identify the reasons for training staff, different types of training methods and initiatives that can impact on training and development plans; much of your evidence requires further clarification and elaboration;</p> <p style="text-align: right;"><b>[0 1 2 3]</b></p>	<p><b>AO1.2:</b> you demonstrate a sound understanding of the reasons for training staff, different types of training methods and initiatives, and the constraints that can impact on training and development plans; however, your evidence, at times, does not demonstrate sufficient depth;</p> <p style="text-align: right;"><b>[4 5 6]</b></p>	<p><b>AO1.3:</b> you demonstrate clear and comprehensive understanding of the reasons for training staff, different types of training methods and initiatives, and the constraints that can impact on training and development plans; your evidence displays both breadth and depth.</p> <p style="text-align: right;"><b>[7 8 9]</b></p>		
<p><b>AO2.1:</b> Your training and development programmes are over-theoretical with only a basic attempt to apply them to your chosen business context;</p> <p style="text-align: right;"><b>[0 1 2 3 4 5]</b></p>	<p><b>AO2.2:</b> you apply your training and development programmes to your chosen business context;</p> <p style="text-align: right;"><b>[6 7 8 9 10]</b></p>	<p><b>AO2.3:</b> you target your training and development programmes to the specific needs of your chosen business context.</p> <p style="text-align: right;"><b>[11 12 13 14]</b></p>		

Criteria			Teacher Comment	Page No.
<p><b>AO3.1:</b> Your analysis and interpretation of your research is limited in scope and does little to inform the development of your training and development strategy; your synthesis of gathered data is weak, with little evidence of integrated or strategic thinking;</p> <p style="text-align: right;"><b>[0 1 2 3 4]</b></p>	<p><b>AO3.2:</b> your analysis and interpretation of your research is sound, informing the development of your training and development strategy; your synthesis of gathered data is sound, with evidence of integrated and strategic thinking;</p> <p style="text-align: right;"><b>[5 6 7 8]</b></p>	<p><b>AO3.3:</b> your analysis and interpretation of your data is thorough and comprehensive, and there is an extensive focus on targeting your research and analysis into the development of your training and development strategy; your synthesis of material is comprehensive, with frequent demonstration of integrated and strategic thinking. <b>[9 10 11 12]</b></p>		
<p><b>AO4.1:</b> Your critical evaluation of the likely effectiveness of your chosen strategy in meeting departmental and corporate aims and objectives is limited, and you make no real attempt to prioritise evidence or to select appropriate lines of argument from information contained within either your strategy or your research and analysis, resulting in weak, unsupported conclusions; you demonstrate limited clarity and coherence with only basic use of business terminology – errors of grammar, punctuation and spelling may be noticeable and intrusive;</p> <p style="text-align: right;"><b>[0 1 2 3 4 5]</b></p>	<p><b>AO4.2:</b> your critical evaluation of the likely effectiveness of your chosen strategy in meeting departmental and corporate aims and objectives is sound, and your evidence is prioritised, with appropriate lines of argument selected and presented from information contained within both your strategy and your research and analysis, resulting in sound conclusions; you demonstrate clarity and coherence, with appropriate use of business terminology – there may be occasional errors of grammar, punctuation and spelling but these are not intrusive;</p> <p style="text-align: right;"><b>[6 7 8 9 10]</b></p>	<p><b>AO4.3:</b> your critical evaluation of the likely effectiveness of your chosen strategy in meeting departmental and corporate aims and objectives is comprehensive and in-depth, and your evidence is effectively prioritised, with appropriate lines of argument selected and presented from information contained within both your strategy and your research and analysis, resulting in reasoned, appropriate, logical conclusions; you demonstrate clarity, coherence and fluency with effective and confident use of appropriate business terminology – there are few, if any, errors of grammar, punctuation and spelling. <b>[11 12 13 14 15]</b></p>		
<b>Total/50</b>				
If this work is a re-sit, please tick <input type="checkbox"/>	Session and Year of previous submission		Please tick to indicate this work has been standardised internally <input type="checkbox"/>	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)).  
The completed Centre Authentication form CCS160 must accompany the MS1 when it is sent to the moderator.

### Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.