When submitting your work – check it against the Mark Scheme shown below. For example, if there are 8 marks that is a guide you can use to ensure you include enough detail. Always aim to submit work that you feel would exceed the required marks ☺

|  |  |  |
| --- | --- | --- |
| **Personal and professional development** | **Marks** | **Results** |
| **Training needs analysis** | **1 marks**  (minimum 1 marks) |  |
| **SWOT analysis** | **8 marks**  (minimum 6 marks) |  |
| **Development plan** | **6 marks**  (minimum 4 marks) |  |

**Results total / 15 marks** (12 marks in total, with the minimum set marks achieved for each question required to pass)

**Pass/Refer**