Facilitator review rubric

Apply this rubric to each of the four required assignments: workbook, written knowledge check, capstone and completion reflection. Record your decision on the latest submission for each lesson. All four criteria must meet the standard for Approved. Otherwise choose Changes requested and explain the revision.

Complete response - Addresses every required prompt and includes the specified deliverable. Record Meets standard or Changes needed and a brief reason.

Sound understanding - Explains concepts accurately, checks calculations where relevant and distinguishes evidence from assumptions. Record Meets standard or Changes needed and a brief reason.

Practical application - Uses a relevant example, realistic context or respectful anonymized evidence. Protects private information. Record Meets standard or Changes needed and a brief reason.

Clear next action - Names a feasible action, useful measure and timeframe or review date where the assignment calls for one. Record Meets standard or Changes needed and a brief reason.

Feedback - one strength, the specific change if needed, and the next step

Course evidence and release checklist

Financial Foundations

Check the budget arithmetic, expense categories, due-date plan, credit report versus score explanation and realistic 30-day action. Use fictional or anonymized finances.

Entrepreneurship Foundations

Check the defined customer, neutral discovery questions, evidence, unit contribution, cost assumptions, delivery plan, milestones and pitch outline.

Leadership Foundations

Check the leadership statement, observable values, communication script, listening, development gaps, stretch assignment and measurable roadmap.

Certificate release

1. Verify member identity, qualifying membership and enrollment against Wix records. Treat submitted IDs as claims until verified.

2. Verify all 11 learning steps are completed. Confirm the latest submission for each of the four required assignments is Approved under rubric FOUNDATION-2026-11.

3. Verify all four rubric criteria on each reviewed record. Clear and replace any member-supplied review or release values; updates are restricted to authorized CMS editors.

4. Prepare the completion certificate through the authorized staff process, upload the finished PDF as a PRIVATE file in Wix Media, and confirm it is ready. Do not reconnect an automatic Wix certificate reward.

5. On the approved completion-reflection record, enter the verified private certificate file ID, releasing facilitator and release date. Preserve the response and earlier versions. A newer assignment revision requires another review before certificate download is shown.

6. Reopen the member classroom and confirm the approved certificate can be downloaded. Issuance remains a manual staff responsibility; no automatic review or email is promised.

Release record - member, course, four submission references, certificate file ID, facilitator and date