**MARK SHEET – Understand how to manage the efficient use of materials and equipment**

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| **Centre Number :** | |  | | **Centre Name :** | | |  | | | |
| **Learner Registration No :** | |  | | **Learner Name:** | | |  | | | |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET**  Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.  Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass.’  **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).**  Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | | | | | | | | 1. **Learner named above confirms authenticity of submission.** 2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**   **However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** | | |
| **Learning Outcome / Section 1:** Understand how material stocks are acquired, controlled and recorded in an organisation | | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | | **Assessor feedback on AC** | |
| AC 1.1  Describe how to determine stock requirements in the workplace | **Referral [ca. 1/4]** | | **Pass [2/4]** | | | **Good Pass [ca. 3/4]** | | |  | |
| * How to determine stock requirements in the workplace is not described or is described incorrectly or minimally | | * How to determine stock requirements in the workplace is correctly and appropriately described although the description may be limited | | | * How to determine stock requirements in the workplace is thoroughly described in detail and may include an example or illustration of the process | | |
| / 4  (min. of 2) | Pass or Referral |
| AC 1.2  Explain consequences of not maintaining optimum stocks in the workplace | **Referral [ca. 1/4]** | | **Pass [2/4]** | | | **Good Pass [ca. 3/4]** | | | **Assessor feedback on AC** | |
| * The consequences of not maintaining optimum stocks in the workplace are merely listed, as opposed to explained, or only one consequence is explained | | * Two or more consequences of not maintaining optimum stocks in the workplace are correctly explained although the explanation may be limited | | | * Several consequences of not maintaining optimum stocks in the workplace are thoroughly explained in detail with examples given to enhance the explanation | | |  | |
| / 4  (min. of 2) | Pass or Referral |
| AC 1.3  Identify the workplace principles and procedures for stores/stock control | **Referral [ca. 2/8]** | | **Pass [4/8]** | | | **Good Pass [ca. 6/8]** | | | **Assessor feedback on AC** | |
| * The workplace principles and procedures for stores/stock control are not identified or, if identified, are minimal, incorrect or inappropriate * Only the principles or only the procedures for stores/stock control are identified | | * Both the workplace principles and procedures for stores/stock control are briefly, correctly and appropriately identified | | | * Both the workplace principles and procedures for stores/stock control are thoroughly identified in detail | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.4  Explain the workplace procedures for recording receipt and issue of supplies | **Referral [ca. 2/8]** | | **Pass [4/8]** | | | **Good Pass [ca. 6/8]** | | | **Assessor feedback on AC** | |
| * The workplace procedures for recording receipt and issue of supplies are merely stated or described, as opposed to explained or**,** if explained**,** are inappropriate or incomplete * Only the recording and/or the receipt and/or the issue of supplies has been explained but not all three | | * Appropriate workplace procedures for recording receipt and issue of supplies are all explained although the explanation may lack detail | | | * The workplace procedures for recording receipt and issue of supplies are all thoroughly explained in detail * Examples of the various documents involved may be evidenced | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.5  Describe why it is important to maintain records for quality standards | **Referral [ca. 2/8]** | | **Pass [4/8]** | | | **Good Pass [ca. 6/8]** | | | **Assessor feedback on AC** | |
| * Why it is important to maintain records for quality standards is merely stated as opposed to described or, if described, is incorrect * The maintenance of records for quality standards is described but not its importance | | * A description of why it is important to maintain records for quality standards is given although the description may be limited | | | * A detailed and thorough description of why it is important to maintain records for quality standards is given along with an outline of the implications of not maintaining such records | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | |

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| **Learning Outcome / Section 2:** Understand the need for effective and efficient use of equipment | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | **Assessor feedback on AC** | |
| AC 2.1  Explain why equipment should be used effectively and efficiently | **Referral [ca. 2/8]** | **Pass [4/8]** | | **Good Pass [ca. 6/8]** |  | |
| * Why equipment should be used effectively and efficiently ismerely stated as opposed to explained or, if explained, is incorrect * Only an explanation of effective use or only an explanation of efficient use is given, but not both | * Why equipment should be used both effectively and efficiently is correctly explained although the explanation may be limited | | * Why equipment should be used both effectively and efficiently is thoroughly explained in detail * Examples are given to illustrate the consequences of not using equipment effectively and efficiently |
| / 8  (min. of 4) | Pass or Referral |
| AC 2.2  Describe how the use of equipment is monitored and controlled in the workplace | **Referral [ca. 2/8]** | **Pass [4/8]** | | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** | |
| * How the use of equipment is monitored and controlled in the workplace is not described or, if described, is incorrect * Only the monitoring or only the control aspects are described, but not both | * How the use of equipment is both monitored and controlled in the workplace is described although the description may lack detail | | * The principle features of monitoring and controlling the use of equipment in the workplace are included in a thorough and detailed description |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 2.3  Explain why it is important to have a scheduled maintenance programme for equipment in the workplace | **Referral [ca. 2/8]** | **Pass [4/8]** | | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** | |
| * An explanation of why it is important to have a scheduled maintenance programme for equipment in the workplace is not given or if given is minimal, incorrect or incomplete | * Why it is important to have a scheduled maintenance programme for equipment in the workplace is explained although the explanation may be limited | | * Why it is important to have a scheduled maintenance programme for equipment in the workplace is thoroughly explained in detail |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 2.4  Compile a simple maintenance programme for equipment in the workplace | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * No evidence is provided that a simple maintenance programme for equipment in the workplace is compiled or, if provided, is minimal or incorrect | * Evidence is provided that a simple maintenance programme for equipment in the workplace is compiled although the evidence may be limited | | * Sound, ample and detailed evidence is provided that a simple maintenance programme for equipment in the workplace is compiled and may be exampled with documentation from the maintenance programme |  | |
| / 12  (min. of 6) | Pass or Referral |
| AC 2.5  Conduct a simple risk assessment of equipment security in the workplace and explain how these risks could be reduced | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * Evidence is not provided that a simple risk assessment of equipment security in the workplace has been undertaken or, if provided, is minimal, incorrect or inappropriate * No explanation is given of how these risks could be reduced | * Evidence is provided that a simple risk assessment of equipment security in the workplace has been undertaken, although the risks included may be limited * An explanation is given of how these risks could be reduced although the explanation may be limited | | * A range of detailed evidence is provided that a simple risk assessment of equipment security in the workplace has been undertaken, the evidence may include photographs or diagrams of the risk area * A detailed and thorough explanation is given of how these risks could be reduced |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 3:** Know how to minimise waste in an organisation | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | **Assessor feedback on AC** | |
| AC 3.1  Identify potential waste in the organisation | **Referral [ca. 2/8]** | **Pass [4/8]** | | **Good Pass [ca. 6/8]** |  | |
| * Potential waste in the organisation is not identified or, if identified, is limited to one type of waste and/or is minimal or inappropriate | * More than one type of potential waste in the organisation is appropriately identified | | * A range of potential types of waste in the organisation are clearly identified in detail |
| / 4  (min. of 2) | Pass or Referral |
| AC 3.2  Describe the techniques and/or methods for measuring and monitoring waste in the organisation | **Referral [ca. 2/8]** | **Pass [4/8]** | | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** | |
| * The techniques and/or methods for measuring and monitoring waste in the organisation are merely stated or identified, as opposed to described or, if described, are minimal, incorrect or inappropriate * Only one technique or method for measuring and monitoring waste in the organisation is described | * Two or more techniques and/or methods for measuring and monitoring waste in the organisation are briefly described correctly and appropriately although the description may be limited | | * Several techniques and/or methods for measuring and monitoring waste in the organisation are thoroughly described in detail and may include evidence of the documentation involved |  | |
| / 8  (min. of 4) | Pass or Referral |

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| AC 3.3  Compile a simple action plan to minimise waste in the workplace | **Referral [ca. 2/8]** | | **Pass [4/8]** | | **Good Pass [ca. 6/8]** | | **Assessor feedback on AC** | |
| * A simple action plan to minimise waste in the workplace is not compiled or, if compiled, is minimal or inappropriate | | * A simple and appropriate action plan to minimise waste in the workplace is compiled and may include timescales and resources | | * A detailed and thorough action plan to minimise waste in the workplace is compiled and may include timescales and resources, responsibilities and costs | |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | **Verification comments** (optional): | | | | |
|  | | | | | | **/ 100**  **TOTAL MARKS** | | |
| **Assessor’s Decision** | | | | **Quality Assurance Use** | | | | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | **Signature of Assessor:**  **Date:** | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | **Signature of QA:**  **Date of QA check:** | |