**MARK SHEET – Developing structures, systems and procedures to support volunteering**

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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 the organisation’s policy, structure, systems and procedures that support volunteering | | | | | | | | | | | |
| **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**  *[comments not necessary in every box]* | |
| AC 1.1   * Evaluate the organisation’s policy, structure, systems and procedures that support volunteering | **Referral [ca.*7/28*]** | | **Pass [*14/28*]** | | | **Good Pass [ca. 21/28]** | | | |  | |
| * The organisation’s policy, structure, systems and procedures that support volunteering have not been evaluated, or the organisation’s policy ***or*** structure ***or*** systems ***or*** procedures has been evaluated, but not all four, or the evaluation is incorrect, insufficient or inappropriate * The organisation’s policy, structure, systems and procedures have merely been described or explained with no evaluation to ascertain their usefulness in supporting volunteering in order to provide a conclusion or recommendations | | * The organisation’s policy, structure, systems and procedures are all correctly and appropriately evaluated to ascertain their usefulness in supporting volunteering, although the evidence base for the evaluation is partial and/or subjective and conclusions or recommendations are limited and require further development | | | * The organisation’s policy, structure, systems and procedures are all correctly and appropriately evaluated to ascertain their usefulness in supporting volunteering using a detailed and objective evidence base to provide well-reasoned and fully-developed conclusions or recommendations | | | |
| / 28  (min. of 14) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome / Section 2:** Be able to justify and design improvements to organisational structures, systems and procedures to support volunteering | | | | | | | | | | | |
| **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**  *[comments not necessary in every box]* | |
| AC 2.1   * Justify and design improvements to an organisational structure, system and procedure to support volunteering | **Referral [ca.*10/40*]** | | **Pass [*20/40*]** | | | **Good Pass [ca. 30/40]** | | | |  | |
| * Improvements to an organisational structure, system and procedure to support volunteering have not been justified and designed, or the improvements are incorrect or inappropriate, or improvements have been justified ***or*** designed but not both, or improvements to organisational structure ***or*** system ***or*** procedure have been justified and designed but not all three * Improvements to an organisational structure, system and procedure are merely explained or described with no argument or rationale presented to justify a particular design, or the justification is incorrect, incomplete or inappropriate | | * Correct and appropriate improvements to an organisational structure, system and procedure to support volunteering have been justified and designed, although the argument or rationale used to justify the improvements is partial or limited and/or the improvements require further development for full implementation | | | * A detailed and rigorous argument or rationale has been used effectively to justify and design correct and appropriate improvements to an organisational structure, system and procedure to support volunteering that require no further development for full implementation | | | |
| / 40  (min. of 20) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome / Section 3:** 3. Be able to produce an action plan for the implementation of those improvements | | | | | | | | | | | |
| **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**  *[comments not necessary in every box]* | |
| AC 3.1   * Produce an action plan to implement improvements | **Referral [ca.*8/32*]** | | **Pass [*16/32*]** | | | **Good Pass [ca. 24/32]** | | | |  | |
| * An action plan to implement improvements has not been produced, or the action plan is incomplete, incorrect or inappropriate, or the action plan is not based upon prior justification and design of improvements | | * A limited but correct action plan to implement improvements has been produced based upon prior justification and design of improvements, although additional work is required for full implementation to address all areas of action required | | | * A comprehensive, correct and appropriately SMART action plan to implement improvements has been produced based upon prior justification and design of improvements that takes account of all areas of action required and requires no additional work for full implementation | | | |
| / 32  (min. of 16) | 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:** | |