**MARK SHEET – Assessing own suitability for enterprise**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 1:** Understand what is meant by self employment | | | | | | | | | | | |
| **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 the options available for becoming self-employed | **Referral [ca.*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | |  | |
| * No options available are described for becoming self-employed, or the options are incorrect, or only one option is described * Options for becoming self-employed are merely listed with no descriptions of the principal features of the options provided, or the options are incorrect or inappropriate | | * Limited descriptions are provided of the principal features of two or more correct and appropriate options available for becoming self-employed | | | * Detailed descriptions are provided of the principal features of two or more correct and appropriate options available for becoming self-employed | | | |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.2  Explain the framework needed in setting up an enterprise | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | | **Assessor feedback on AC** | |
| * No explanation of framework needed in setting up an enterprise, or the explanation is incorrect, or the framework is merely listed or described with no explanation of how it works | | * A limited explanation of the framework needed in setting up an enterprise is given covering the main features of how it works | | | * A detailed explanation of the framework needed in setting up an enterprise is given covering the main features of how it works | | | |  | |
| / 16  (min. of 8) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome 2:** Understand the risks involved in self employment | | | | | | | | | | | |
| **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  Describe the main risks, including money, time and appropriate markets, involved in running an enterprise | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | |  | |
| * The main risks, including money, time and appropriate markets, involved in running an enterprise are not described, or are incorrect, or risks associated with money ***or*** time ***or*** appropriate markets are described, but not all three * The main risks in running an enterprise are merely listed with no descriptions of the principal features of the risks | | * Limited descriptions given of the principal features of the main risks, including money, time and appropriate markets, involved in running an enterprise | | | * Detailed descriptions given of the principal features of the main risks, including money, time and appropriate markets, involved in running an enterprise, together with an indication of the relative importance of each risk | | | |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.2  Gather advice from others about the implications of self-employment | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | | **Assessor feedback on AC** | |
| * Advice is not gathered from others about the implications of self-employment, or the advice gathered is not relevant or appropriate * Advice is gathered from only one source about the implications of self-employment | | * Relevant and appropriate advice is gathered from a limited range of sources about the implications of self-employment | | | * Relevant and appropriate advice is gathered from a wide range of sources about the implications of self-employment | | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 2.3  Examine the lifestyle suited to the demands of self-employment | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | | **Assessor feedback on AC** | |
| * No examination of the lifestyle suited to the demands of self-employment, or the demands of self-employment are incorrect, or the demands of self-employment are merely listed with no examination of the positive and negative aspects of the lifestyle suited to the demands of self-employment | | * The lifestyle suited to the demands of self-employment is examined with positive and negative features identified, although no conclusions are drawn | | | * The lifestyle suited to the demands of self-employment is examined with positive and negative features identified and appropriate conclusions drawn | | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome 3:** Understand the skills knowledge and abilities needed for starting and running own enterprise | | | | | | | | | | | |
| **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 the knowledge, skills and abilities needed for self-employment | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * No identification of the knowledge, skills and abilities needed for self-employment, or the knowledge, skills and abilities identified are incorrect or inappropriate, or knowledge ***or*** skills ***or*** abilities are identified, but not all three | | * A limited range of correct and appropriate knowledge, skills and abilities needed for self-employment are identified | | | * A wide range of correct and appropriate knowledge, skills and abilities needed for self-employment are identified | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 3.2  Examine own knowledge, skills and abilities for self-employment | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | | **Assessor feedback on AC** | |
| * Own knowledge, skills and abilities for self-employment are not examined, or own knowledge ***or*** skills ***or*** abilities are examined, but not all three, or knowledge, skills and abilities are merely listed and are not examined to identify own positive and negative features for self-employment | | * Own knowledge, skills and abilities needed for self-employment are examined to identify own positive and negative features for self-employment, although no conclusions are drawn or no recommendations are made | | | * Own knowledge, skills and abilities for self-employment are examined to identify own positive and negative features for self-employment with conclusions drawn and recommendations made where appropriate | | | |  | |
| / 16  (min. of 8) | Pass or Referral |
| AC 3.3  Draw up a plan to address further development for the knowledge, skills and abilities needed for self-employment | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | | **Assessor feedback on AC** | |
| * No plan is drawn up to address further development, or the plan does not address the identified own positive and negative features for self-employment, or the plan is incorrect or inappropriate, or the plan is merely a list of actions with no clear development indicated | | * A limited plan is developed that addresses the identified areas for development for the knowledge skills and abilities needed for self-employment | | | * A detailed plan is drawn up which addresses the identified areas for further development for the knowledge skills and abilities needed for self-employment, including resources required to undertake the activities * Style and language are appropriate for the level of qualification | | | |  | |
| / 16  (min. of 8) | 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:** | |