**MARK SHEET – Introduction to managing and maintaining property and assets**

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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 estate management function |
| **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 1.1Describe the property portfolio of own organisation | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** |  |
| * The property portfolio of their employing organisation is merely stated as opposed to described
* A description is given of the property portfolio of their employing organisation **but** the description is inappropriate or minimal
 | * An appropriate description is given of the property portfolio of their employing organisation although the description may be limited
 | * The property portfolio of their employing organisation is thoroughly described in detail along with whether the portfolio meets the business requirements
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| / 8(min. of 4) | Pass or Referral |

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| AC 1.2Explain the benefits and disadvantages of being a tenant and an owner-occupier | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * The benefits and disadvantages of being a tenant and an owner-occupier are merely stated or listed as opposed to explained
* An explanation is given of the benefits and disadvantages of being a tenant and an owner-occupier **but** the explanation is incorrect, inappropriate or minimal
* **Either** the benefits **or** disadvantages are explained, but not both
* An explanation is given of the benefits and disadvantages of being **either** a tenant **or** an owner-occupier, but not both
 | * An explanation is given of both the benefits **and** disadvantages (for example behaviour, costs, duties, responsibilities, flexibility) of being a tenant **and** of being an owner-occupier although the explanation may be limited
 | * A thorough and detailed explanation is given, perhaps enhanced with examples, of both the benefits and disadvantages of being a tenant and of being an owner-occupier
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| / 12(min. of 6) | Pass or Referral |
| AC 1.3Describe the basics of property law | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * The basics of the property law are merely stated as opposed to described
* A description is given of the basics of the property law **but** it is incorrect or minimal
 | * A correct description is given of the basics of the property law (e.g. Landlord and Tenant Act, occupiers liability, defective premises, key lease terms, planning, Companies Act 2006 - as amended) although the description may be limited
 | * A through and detailed description is given of the basics of the property law
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| / 16(min. of 8) | Pass or Referral |
| AC 1.4Describe the purpose of having a property asset register | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * The purpose of having a property asset register is merely stated as opposed to described
* A property asset register is described **but** not its purpose
* A description is given of the purpose of having a property asset register **but** the description is incorrect, inappropriate or minimal
 | * A correct and appropriate description is given of the purpose of having a property asset register (e.g. types of buildings, location, size, rent, covenants) although the description may be limited
 | * A thorough and detailed description is given of the purpose of having a property asset register, making clear the possible consequences of not having one
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| / 8(min. of 4) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |

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| **Learning Outcome / Section 2:** Understand premises and building services maintenance |
| **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 2.1List the building services and fabric components within own organisation’s estate  | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** |  |
| * A list is given of **either** the building services **or** fabric components within own organisation’s estate but not both
* Non-specific building services andfabric components are listed but do not apply to own organisation’s estate
* A list is given of the building services and fabric components within own organisation’s estate **but** the list is inappropriate
 | * An appropriate list is given of:
* the building services (mechanical and/or engineering, e.g. lifts, power supply, lighting, heating, air conditioning)**and**
* fabric components (e.g. walls, roofs, car-park surfaces, windows, partitioning, stairs) within own organisation’s estate
* although **either** the building services **or** the fabric components may be limited
 | * A detailed list is given of both the building services **and** fabric components within own organisation’s estate
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| / 8(min. of 4) | Pass or Referral |
| AC 2.2Explain the purpose of a building fixed asset register | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * The purpose of a building fixed asset register is merely stated as opposed to explained
* An explanation is given of a building fixed asset register **but** not its purpose
* An explanation is given of the purpose of a building fixed asset register **but** the explanation is incorrect, inappropriate or minimal
 | * A correct and appropriate explanation is given of the purpose of a building fixed asset register (e.g. identifies and tracks location, ownership, warranty, cost, depreciation, etc) although the explanation may be limited
 | * A thorough and detailed explanation is given of the purpose of a building fixed asset register, making clear the possible consequences of not having one
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| / 8(min. of 4) | Pass or Referral |
| AC 2.3List the ongoing maintenance activities that are carried out  | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * Less than two ongoing maintenance activities that are carried out are listed
 | * Two or more ongoing maintenance activities that are carried out are listed
 | * A range of ongoing maintenance activities that are carried out are listed
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| / 8(min. of 4) | Pass or Referral |

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| AC 2.4Identify the resources they or others may need for one of these typical maintenance tasks | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * Less than two resources that may be needed for the typical maintenance tasks listed in AC 2.3 are identified
* At least two resources that may be needed for one of the typical maintenance tasks listed in AC 2.3 are identified **but** they are incorrect or inappropriate
 | * Two or more appropriate resources are identified that may be needed for one of the typical maintenance tasks listed in AC 2.3
 | Several appropriate resources are identified that may be needed for one of the typical maintenance tasks listed in AC 2.3 |  |
| / 8(min. of 4) | Pass or Referral |
| AC 2.5Describe the types of maintenance regimes | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * Less than two types of maintenance regimes are described
* Types of maintenance regimes are merely stated as opposed to described
* Two or more types of maintenance regimes are described **but** the descriptions are incorrect or minimal
 | * Correct descriptions are given of types of maintenance regimes (e.g. planned preventative maintenance (PPM), reactive maintenance, condition based, etc) although the description may be limited
 | * Thorough and detailed descriptions are given of several types of maintenance regimes, perhaps enhanced with examples
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| / 8(min. of 4) | Pass or Referral |
| AC 2.6Explain what factors you should consider when developing maintenance plans and schedules | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * What factors should be considered when developing maintenance plans and schedules is merely stated or listed as opposed to explained
* An explanation is given of what factors you should consider when developing maintenance plans and schedules **but** the explanation is incorrect, inappropriate or minimal
 | * An explanation is given of what factors you should consider (e.g. labour, skills, materials, access, legislation, location, environment, minimising downtime and deterioration, optimising performance) when developing maintenance plans and schedules although the explanation may be limited
 | * A thorough and detailed explanation is given of what factors you should consider when developing maintenance plans and schedules along with an outline of how those factors determine the resulting plan
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| / 8(min. of 4) | Pass or Referral |

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| AC 2.7Explain how computerised maintenance management systems can enhance performance of recording and scheduling maintenance activities | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * The way in which computerised maintenance management systems can enhance performance of recording and scheduling maintenance activities is merely stated as opposed to explained
* Computerised maintenance management systems is explained **but** not the way in which it can enhance the recording and scheduling of maintenance activities
* An explanation is given of how computerised maintenance management systems can enhance performance of recording and scheduling maintenance activities **but** the explanation is incorrect or minimal
 | * An explanation is given of how computerised maintenance management systems can enhance performance of recording and scheduling maintenance activities (e.g. personal digital assistants (PDAs), radio frequency identification devices (RFIDs), bar coding, CAFM) although the explanation may be limited
 | * A thorough and detailed explanation is given, perhaps enhanced with workplace examples, of how computerised maintenance management systems (CMMS) can enhance performance of recording and scheduling maintenance activities, making clear the possible consequences of not using a CMMS
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| / 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:** |