**MARK SHEET – Managing resources**

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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 to manage physical resources for which you are accountable | | | | | | | | | | | | | |
| **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 effective and efficient use of physical resources for which you are accountable, in line with organisational policies and procedures | **Referral [ca. 4/16]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * The use of physical resources for which you are accountable is merely described with no evaluation to provide a conclusion or recommendations as to effectiveness or efficiency | | * The use of physical resources for which you are accountable is evaluated to provide a conclusion or recommendations as to effectiveness and efficiency, although the evidence base for the evaluation may be limited or subjective | | | * The use of physical resources for which you are accountable is evaluated to provide a conclusion or recommendations as to effectiveness and efficiency using a wide and objective evidence base | | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 1.2  Assess the procedures for the maintenance and safe use of physical resources for which you are accountable, in line with organisational policies and procedures | **Referral [ca. 4/16]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * The procedures for the maintenance and safe use of physical resources for which you are accountable are merely described with no assessment to make a judgement as to maintenance and/or safe use | | * Procedures for the maintenance and safe use of physical resources for which you are accountable are assessed and a judgement made, although the judgement is based on a limited range of criteria | | | * Procedures for the maintenance and safe use of physical resources for which you are accountable are assessed and a judgement made using a range of objective criteria | | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 1.3  Assess the procedures for the security of resources for which your you accountable in line with organisational policies and procedures | **Referral [ca. 4/16]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * The procedures for the security of resources for which you are accountable are merely described with no assessment to make a judgement | | * The procedures for the security of resources for which you are accountable are assessed and a judgement made, although the judgement is based on a limited range of criteria | | | * The procedures for the security of resources for which you are accountable are assessed and a judgement made on security using a range of objective criteria | | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 1.4  Identify opportunities for improvement in own organisation’s policies and procedures for the management of physical resources | **Referral [ca. 3/12]** | | **Pass [*6/12*]** | | | **Good Pass [*ca. 9/12*]** | | | | |  | | |
| * No opportunities for improvement in own organisation’s policies and procedures for the management of physical resources are identified, or the opportunities are inappropriate or unrealistic | | * Limited but sufficient and appropriate and realistic opportunities for improvement in own organisation’s policies and procedures for the management of physical resources are identified, although the context is imprecise | | | * Detailed appropriate and realistic opportunities for improvement in own organisation’s policies and procedures for the management of physical resources are identified within a comprehensive context | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to plan and implement improvements for managing physical resources for which you are accountable | | | | | | | | | | | | | |
| **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  Plan improvements to the management of physical resources for which you are accountable, informed by your evaluation and assessment | **Referral [ca. 6/24]** | | **Pass [*12/24*]** | | | **Good Pass [*ca. 18/24*]** | | | | |  | | |
| * No improvements to the management of physical resources for which you are accountable are planned, or the improvements are not informed by your evaluation and assessment, or the planning is inappropriate or deficient | | * Improvements to the management of physical resources for which you are accountable are planned appropriately, or are being planned, although the improvements do not take full account of the evaluation and assessment and/or the planning requires further work for full implementation | | | * Improvements to the management of physical resources for which you are accountable are planned taking full account of the evaluation and assessment and no further planning is required for full implementation | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| AC 2.2  Implement improvements to the management of physical resources for which you are accountable, ensuring compliance with organisational policies and procedures | **Referral [ca. 4/16]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * There is no evidence that improvements to the management of physical resources for which you are accountable are, or are being, implemented * There is no evidence that improvements are compliant with organisational policies and procedures | | * Implicit or limited explicit evidence is provided that improvements to the management of physical resources for which you are accountable are, or are being, implemented * Implicit or limited explicit evidence is provided that improvements are compliant with organisational policies and procedures | | | * Detailed explicit evidence is provided that improvements to the management of physical resources for which you are accountable are, or are being, implemented * Detailed explicit evidence is provided that improvements are compliant with organisational policies and procedures | | | | |
| / 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 of QA Check:** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | | **Signature of QA:**  **Date of QA check:** | | | |