**MARK SHEET –Learning through complex workplace activities**

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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 develop a business case that, when implemented, will lead to significant improvement in organisational performance | | | | | | | | | |
| **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  Agree with employment supervisor / learning supervisor and other managers and stakeholders, an extensive task designed to lead to significant improvement in organisational performance | **Referral [*1/4*]** | | **Pass [*2/4*]** | | **Good Pass [*3/4*]** | | |  | |
| * No evidence is provided that an extensive task designed to lead to significant improvement in organisational performance has been agreed with employment supervisor/learning supervisor and other managers and stakeholders, or an extensive task has been agreed with supervisor/learning supervisor ***or*** other managers ***or*** stakeholders, but not with all three, or the task is inappropriate or deficient | | * Limited evidence is provided that an appropriate extensive task designed to lead to significant improvement in organisational performance has been agreed with employment supervisor/learning supervisor ***and*** other managers ***and*** stakeholders | | * Detailed evidence is provided that an appropriate extensive task designed to lead to significant improvement in organisational performance has been agreed with employment supervisor/learning supervisor ***and*** other managers ***and*** stakeholders | | |
| / 4  (min. of 1) | Pass or Referral |
| AC 1.2  Develop a detailed business case for initiating the extensive task | **Referral [*3/12*]** | | **Pass [*6/12*]** | | **Good Pass [*9/12*]** | | |  | |
| * A detailed business case for initiating the extensive task has not been developed, or the business case is incorrect, inappropriate, or deficient, or the business case does not demonstrate how the extensive task will lead to a significant improvement in organisational performance | | * A detailed, correct and appropriate business case for initiating the extensive task has been developed that demonstrates how the extensive task will lead to a significant improvement in organisational performance, although further development is required for full initiation | | * A detailed, correct and appropriate business case for initiating the extensive task that demonstrates how the extensive task will lead to a significant improvement in organisational performance has been fully developed to include scope, potential outcomes and benefits, organisational implications, timescales, resources, financial implications, success criteria, risks, uncertainties and constraints | | |
| / 12  (min. of 3) | Pass or Referral |
| AC 1.3  Communicate the business case to employment supervisor and other affected managers and stakeholders | **Referral [*1/4*]** | | **Pass [*2/4*]** | | **Good Pass [*3/4*]** | | |  | |
| * There is no evidence that the business case has been communicated to employment supervisor and other affected managers and stakeholders, or the business case has been communicated incorrectly or inappropriately, or the business case has been communicated to employment supervisor ***or*** other affected managers ***or*** stakeholders, but not all three | | * Evidence is provided that the business case has been communicated correctly and appropriately to employment supervisor ***and*** other affected managers ***and*** stakeholders, although communication has been primarily a one-way process | | * Evidence is provided that the business case has been communicated correctly and appropriately as a two-way process to employment supervisor ***and*** other affected managers ***and*** stakeholders | | |
| / 4  (min. of 1) | Pass or Referral |

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| AC 1.4  Negotiate with managers and stakeholders the allocation of work within the task | **Referral [*1/4*]** | **Pass [*2/4*]** | | **Good Pass [*3/4*]** | |  | | |
| * There is no evidence that the allocation of work within the task has been negotiated with managers and stakeholders, or negotiations have not been conducted appropriately, or negotiations have been with managers or stakeholders, but not both | * Limited evidence is provided that the allocation of work within the task has been negotiated appropriately with managers ***and*** stakeholders | | * Detailed evidence is provided that the allocation of work within the task has been negotiated appropriately with managers ***and*** stakeholders | |
| / 4  (min. of 1) | | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome / Section 2:** Be able to develop own knowledge and understanding about the task through self-directed learning | | | | | | | | |
| **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  Assess the potential personal learning outcomes that will arise from the task and agree these with learning supervisor | **Referral [2/8]** | **Pass [4/8]** | | **Good Pass [6/8]** | |  | | |
| * Potential personal learning outcomes have not been assessed and agreed with supervisor, or are incorrect or inappropriate, or potential personal learning outcomes have been assessed ***or*** agreed, but not both, or potential personal learning outcomes have been merely listed or described with no assessment to make a judgement as to how they will arise out of the task | * Correct and appropriate potential personal learning outcomes have been assessed ***and*** agreed with supervisor to make a judgement as to how they will arise out of the task, although the range of potential personal learning outcomes is limited and/or the evidence base for the assessment is limited | | * A wide range of correct and appropriate potential personal learning outcomes have been assessed ***and*** agreed with supervisor to make a judgement as to how they will arise out of the task using a wide evidence base | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 2.2  Use self-directed learning to evaluate a range of theories, models, principles and practices that are relevant to the identified task | **Referral [*3/12*]** | **Pass [*6/12*]** | | **Good Pass [*9/12*]** | |  | | |
| * There is no evidence that self-directed learning has been used to evaluate a range of theories, models, principles and practices that are relevant to the identified task, or the theories, models, principles and practices are incorrect or inappropriate for the identified task, or theories, models, principles and practices are merely listed or described with no evaluation to provide a conclusion or recommendations for their relevance to the identified task | * Evidence is provided that self-directed learning has been used to evaluate a limited range of theories, models, principles and practices to provide a conclusion or recommendations for their relevance to the identified task | | * Evidence is provided that self-directed learning has been used to evaluate a wide range of theories, models, principles and practices to provide a conclusion or recommendations for their relevance to the identified task | |
| / 12  (min. of 6) | | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome / Section 3:** Be able to take responsibility for self-directed learning and workplace activities to enhance personal and organisational performance | | | | | | | | |
| **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  Evaluate the options for innovation and improvement (with reference to the conditions agreed with employment supervisor / learning supervisor and other managers and stakeholders) referencing appropriate theories, models, principles and practices | **Referral [*3/12*]** | **Pass [*6/12*]** | | **Good Pass [*9/12*]** | |  | | |
| * The options for innovation and improvement (with reference to the conditions agreed with employment supervisor / learning supervisor and other managers and stakeholders) have not been evaluated, or have been evaluated incorrectly or inappropriately, or only one option has been evaluated, or the options have merely been listed or described with no evaluation to make a judgment that references appropriate theories, models, principles or practices | * At least two options for innovation and improvement (with reference to the conditions agreed with employment supervisor / learning supervisor and other managers and stakeholders) have been correctly and appropriately evaluated to make a judgment that references a limited range of appropriate theories, models, principles or practices | | * At least two options for innovation and improvement (with reference to the conditions agreed with employment supervisor / learning supervisor and other managers and stakeholders) have been correctly and appropriately evaluated to make a judgment that references a wide range of appropriate theories, models, principles or practices | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 3.2  Agree the introduction of improvements with employment supervisor / learning supervisor and with other managers and stakeholders | **Referral [*1/4*]** | **Pass [*2/4*]** | | **Good Pass [*3/4*]** | |  | | |
| * There is no evidence that the introduction of improvements has been agreed with employment supervisor / learning supervisor and with other managers and stakeholders, or the introduction of improvements has been agreed with employment supervisor / learning supervisor ***or*** with other managers ***or*** stakeholders, but not all three | * Limited evidence is provided that the introduction of improvements has been agreed with employment supervisor / learning supervisor ***and*** with other managers ***and*** stakeholders | | * Detailed evidence is provided that the introduction of improvements has been agreed with employment supervisor / learning supervisor ***and*** with other managers ***and*** stakeholders | |
| / 4  (min. of 1) | | Pass or Referral |
| AC 3.3  Lead the implementation of the proposals, monitoring own effectiveness and adapting where necessary | **Referral [*3/12*]** | **Pass [*6/12*]** | | **Good Pass [*9/12*]** | |  | | |
| * There is no evidence that the learner has led the implementation of the proposals monitoring their own effectiveness and adapting where necessary, or the proposals have been implemented or led incorrectly or inappropriately, or monitoring is deficient, or the learner has not adapted when it was necessary to improve own effectiveness | * Evidence is provided that the learner has correctly and appropriately led the implementation of the proposals monitoring their own effectiveness and adapting where necessary, although monitoring is informal and own effectiveness could have been improved | | * Evidence is provided that the learner has correctly and appropriately led the implementation of the proposals and formally monitored their own effectiveness and always adapted where necessary | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 3.4  Critically evaluate the planning and implementation of the improvements, including a financial appraisal of the task | **Referral [*3/12*]** | **Pass [*6/12*]** | | **Good Pass [*9/12*]** | |  | | |
| * The planning and implementation of the improvements has not been critically evaluated, or the critical evaluation does not include a financial appraisal of the task, or the critical evaluation is incorrect or inappropriate, or planning ***or*** implementation has been evaluated, but not both, or the planning and implementation of the improvements has merely been listed or described with no evaluation to provide a conclusion or recommendations | * The planning ***and*** implementation of the improvements ***including*** a financial appraisal of the task has been correctly and appropriately critically evaluated to provide a conclusion or recommendations, although the evidence base for the critical evaluation is limited | | * The planning ***and*** implementation of the improvements ***including*** a financial appraisal of the task has been correctly and appropriately critically evaluated to provide a conclusion or recommendations using a wide evidence base | |
| / 12  (min. of 6) | | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome / Section 4:** Be able to reflect on the task and own experience to identify learning | | | | | | | | |
| **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 4.1  Analyse feedback from the employment supervisor and learning supervisor, other managers and stakeholders on own performance in the task | **Referral [2/8]** | **Pass [4/8]** | | **Good Pass [6/8]** | |  | | |
| * Feedback from the employment supervisor and learning supervisor, other managers and stakeholders on own performance in the task has not been analysed, or feedback is inappropriate or deficient, or feedback from the employment supervisor ***or*** learning supervisor ***or*** other managers ***or*** stakeholders has been analysed, but not all four, or feedback has merely been presented or listed with no analysis to discover the essential features of, or to draw conclusions on, own performance in the task | * Feedback from the employment supervisor ***and*** learning supervisor, other managers ***and*** stakeholders has been analysed to discover the essential features of, or to draw conclusions on, own performance in the task, although the evidence base for the analysis is subjective or limited | | * Feedback from the employment supervisor and learning supervisor, other managers and stakeholders has been analysed to discover the essential features of, or to draw conclusions on, own performance in the task based on a wide range of objective evidence | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 4.2  Critically review own performance in undertaking the task and managing own learning | **Referral [*2/8*]** | **Pass [*4/8*]** | | **Good Pass [*6/8*]** | |  | | |
| * Own performance in undertaking the task and managing own learning has not been critically reviewed, or the critical review is incorrect, inappropriate, or subjective, or own performance in undertaking the task ***or*** managing own learning has been critically reviewed, but not both, or own performance and managing own learning has merely been listed or described with no critical review to make an objective judgement based upon a combination of evidence and practice | * Own performance in undertaking the task ***and*** managing own learning has been correctly and appropriately critically reviewed to make an objective judgement based upon a combination of evidence and practice, although the evidence base for the critical review is limited | | * Own performance in undertaking the task ***and*** managing own learning has been correctly and appropriately critically reviewed to make an objective judgement based upon a combination of evidence and practice using a wide evidence base | |
| / 8  (min. of 4) | | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | | | |
|  | | | | | **/ 100** | | **TOTAL MARKS** | |

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| **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:** |