**MARK SHEET - Understanding the need for effective management of space within own organisation**

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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 principles that guide and the legislation that impacts on the planning and management of space | | | | | | | | | |
| **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  Explain the key concepts and principles of space planning and management | **Referral [ca. 4/16]** | | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | | |  | |
| * The key concepts and principles of space planning and management are merely stated as opposed to explained * Only one key concept and/or one principle of space planning and management is explained but not both * An explanation of the key concepts and principles of space planning and management **but** the explanation is incorrect or minimal | | * Two or more key concepts and two or more principles of space planning and management are correctly explained although the explanation may be limited | | * A range of key concepts and a range of principles of space planning and management are thoroughly explained in detail | | |
| / 16  (min. of 8) | Pass or Referral |

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| AC 1.2  State the relevant legislation that impacts on space management activities in own organisation | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * The relevant legislation that impacts on space management activities in own organisation is not stated or, if stated, is incorrect * The relevant legislation that impacts on space management activities is stated but has no recognisable relation to own organisation | * The relevant legislation that impacts on space management activities in own organisation is stated briefly and the relation to own organisation may be more implicit than explicit | | * The relevant legislation that impacts on space management activities in own organisation is clearly stated and explicitly related to own organisation |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 2:** Understand how to plan accommodation changes | | | | | | |
| **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 planning and implementation of a space management project | **Referral [ca. 4/16]** | **Pass [8/16]** | | **Good Pass [ca. 12/16]** |  | |
| * The planning and implementation of a space management project is merely stated as opposed to described * The planning and implementation of a space management project is described **but** the description is incorrect, inappropriate or minimal * The planning or implementation is described, but not both | * A description is given of the planning and implementation of a space management project although the description may be limited | | * The planning and implementation of a space management project is thoroughly described in detail |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.2  Effectively interpret a space layout drawing | **Referral [ca. 4/16]** | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * No effective interpretation of a space layout drawing is given * An interpretation of a space layout drawing is given but it is ineffective, incorrect or minimal | * A correct but basic interpretation of a space layout drawing is given | | * A full and detailed interpretation of a space layout drawing is given |  | |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.3  List examples of changes to labels and mark-ups that have to be updated on drawings and documents upon completion of a space management project | **Referral [ca. 4/16]** | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * Examples of changes to labels and mark-ups that have to be updated on drawings and documents upon completion of a space management project are not listed or, if listed, are inappropriate or incorrect * Only one example of changes to labels and mark-ups that have to be updated on drawings and documents upon completion of a space management project is listed | * Two or more examples of changes to labels and mark-ups that have to be updated on drawings and documents upon completion of a space management project are listed although the examples may be simplistic | | * Several clear and appropriate examples of changes to labels and mark-ups that have to be updated on drawings and documents upon completion of a space management project are listed |  | |
| / 16  (min. of 8) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 3:** Understand optimisation of space utilisation | | | | | | |
| **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  List examples of ways that space is used in own organisation and explain how it could be better utilised | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** |  | |
| * The ways that space is used in own organisation are not listed or, if listed, or are inappropriate or have no recognisable relation to own organisation * Only one way that space is used in own organisation is listed * The ways that space used in own organisation could be better utilised is not explained or is merely described * The ways that space used in own organisation could be better utilised is explained **but** the explanation is incorrect or minimal | * Two or more ways that space is used in own organisation are listed although the relation to own organisation may be more implicit than explicit **and** * the ways that space used in own organisation could be better utilised is correctly explained although the explanation may be limited | | * Several ways that space is used in own organisation are listed and are clearly and explicitly related to own organisation * A thorough and detailed explanation is given of the ways that space used in own organisation could be better utilised |
| / 12  (min. of 6) | Pass or Referral |

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| AC 3.2  Describe how to encourage responsible space occupancy | **Referral [ca. 3/12]** | | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | | **Assessor feedback on AC** | |
| * How to encourage responsible space occupancy is stated as opposed to described * A description is given of how to encourage responsible space occupancy **but** the description is incorrect, inappropriate or minimal | | * A correct and appropriate description is given of how to encourage responsible space occupancy although the description may be limited | | * A thorough and detailed description is given of how to encourage responsible space occupancy | |  | |
| / 12  (min. of 6) | 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:** | |