**MARK SHEET –Managing and implementing change in the workplace**

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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 reasons for change in an organisation | | | | | | | | | |
| **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  Explain reasons why organisations continually need to change | **Referral [*5/20*]** | | **Pass [*10/20*]** | | **Good Pass [*15/20*]** | | |  | |
| * The reasons why organisations continually need to change is not explained, or only one reason is explained, or the explanations are incorrect, or the reasons are merely listed with no explanation as to why change is needed | | * The reasons why organisations continually need to change is correctly explained, although there are a limited number of reasons provided, or the reasons are similar, or the type of change needed is unclear | | * A wide range of unrelated reasons as to why organisations continually need to change are correctly explained and make clear the type of change needed | | |
| / 20  (min. of 10) | Pass or Referral |

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| AC 1.2  Conduct an environmental and organisational analysis, to identify possible areas for change in own organisation | **Referral [*6/24*]** | | **Pass [*12/24*]** | | **Good Pass [*18/24*]** | | |  | | |
| * An environmental and organisational analysis to identify possible areas for change in own organisation has not been conducted, or one analysis or both analyses is/are incorrect, inappropriate or deficient, or an environment analysis ***or*** an organisational analysis has been conducted, but not both * Possible areas for change in own organisation have not been identified, or the possible areas for change are incorrect or inappropriate, or only one possible area for change has been identified, or possible areas for change are not based on an environmental and organisational analysis | | * An environmental ***and*** organisational analysis to identify possible areas for change in own organisation has been conducted correctly and appropriately, although one analysis, or both analyses, does not indicate the relative importance of individual items * Two or more possible areas for change in own organisation arising out of an environmental and organisational analysis have been correctly and appropriately identified, although some features of the identified possible areas for change are not clear | | * An environmental ***and*** organisational analysis to identify possible areas for change in own organisation has been conducted correctly and appropriately and the relative importance of individual items is indicated in both analyses * The essential features of two or more possible areas for change in own organisation arising out of an environmental and organisational analysis have been correctly and appropriately identified | | |
| / 24  (min. of 12) | | Pass or Referral |
| **Section comments** (optional): | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome / Section 2:** Be able to manage and implement change in the workplace | | | | | | | | | | |
| **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  Identify an opportunity for change, arising from an environmental and organisational analysis | **Referral [3/12]** | | **Pass [6/12]** | | **Good Pass [9/12]** | | |  | | |
| * An opportunity for change has not been identified, or the opportunity for change does not arise from an environmental and organisational analysis, or the opportunity for change is incorrect or inappropriate | | * A correct and appropriate opportunity for change arising from an environmental and organisational analysis is identified, although some features of the identified opportunity are not clear | | * The key features of a correct and appropriate opportunity for change arising from an environmental and organisational analysis are clearly identified | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.2  Assess the benefits and risks of implementing the identified opportunity for change | **Referral [*5/20*]** | | **Pass [*10/20*]** | | **Good Pass [*15/20*]** | | |  | | |
| * The benefits and risks of implementing the identified opportunity for change have not been assessed, or the assessments are incorrect or inappropriate, or the benefits ***or*** risks of implementation have been assessed, but not both, or the assessments are not focused on the identified opportunity for change * The benefits and risks of the identified change are merely listed or described instead of being assessed using appropriate criteria to make a judgement * The benefits and risks ***of*** the identified change are identified rather than the benefits and risks of ***implementing*** the identified opportunity for change | | * The benefits and risks of implementing the identified opportunity for change have been correctly and appropriately assessed to make a judgement, although the criteria for the assessment are limited or subjective | | * The benefits and risks of implementing the identified opportunity for change have been correctly and appropriately assessed to make a judgement based on a range of appropriate and objective criteria | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 2.3  Develop a change implementation plan including details of how you will monitor and review the implementation of change | **Referral [*6/24*]** | | **Pass [*12/24*]** | | **Good Pass [*18/24*]** | | |  | | |
| * A change implementation plan has not been developed, or is incorrect, inappropriate or deficient, or a change management plan does not include details of how you will monitor and review the implementation of change, or monitoring and review is incorrect, inappropriate or deficient | | * A correct and appropriate change implementation plan has been developed that includes details of how you will monitor and review the implementation of change, although further development is required for full implementation | | * A correct and appropriate change implementation plan has been developed that includes details of how you will monitor and review the implementation of change and requires no further work for full implementation | | |
| / 24  (min. of 12) | | 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:** | | | |