**MARK SHEET – Understanding the requirements of HMRC and PAYE**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 1:** Understand the implications of VAT, National Insurance and tax regulations on the business  |
| **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 1.1Explain why it is necessary to register with HM Revenue and Customs for PAYE, National Insurance and VAT, and explain how to do it | **Referral [ca.20*/60*]** | **Pass [3*0/60*]** | **Good Pass [ca. 40/60]** |  |
| * No explanation given of why it is necessary to register with HM Revenue and Customs for PAYE, National Insurance and VAT, nor any explanation given of how to register, or the explanations given are incorrect or incomplete
 | * The explanations given for why it is necessary to register with HM Revenue and Customs for PAYE, National Insurance and VAT, and how to do it are correct but limited
 | * Comprehensive, accurate explanations are given for why it is necessary to register with HM Revenue and Customs for PAYE, National Insurance and VAT
 |
| / 60(min. of 30) | Pass or Referral |
| AC 1.2List the main financial records that must be kept to meet HM Revenue and Customs requirements  | **Referral [ca.5*/20*]** | **Pass [1*0/20*]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * No list is provided of the main financial records that must be kept, or a list is provided that is incorrect
 | * A correct but limited list is provided of the main financial records that must be kept
 | * A full and complete list is provided of the main financial records that must be kept
 |  |
| / 20(min. of 10) | Pass or Referral |
| AC 1.3Identify sources of information and advice on taxation to assist a new business | **Referral [ca.5*/20*]** | **Pass [1*0/20*]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * No sources of information and advice on taxation to assist a new business are identified, or are incorrect
 | * Correct but limited sources of information and advice on taxation to assist a new business are identified
 | * Comprehensive sources of information and advice on taxation to assist a new business are identified
 |  |
| / 20(min. of 10) | 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:** |