**MARK SHEET – Managing work analysis**

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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 strategic context and purpose of work analysis | | | | | | | | | | | | | |
| **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 how work analysis can contribute to continuous improvement within your organisation | **Referral [*ca. 3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [*ca. 9/12*]** | | | | |  | | |
| * How work analysis can contribute to continuous improvement within your organisation is not addressed, or is inappropriate or incorrect * Work analysis and continuous improvement are explained with no understanding demonstrated of how work analysis can contribute to continuous improvement * How work analysis can contribute to continuous improvement is explained in generic terms with no context or focus on own organisation * Work analysis and continuous improvement are merely defined with no account of the practices of work analysis and continuous improvement that explain how work analysis can contribute to continuous improvement within own organisation | | * A limited but sufficient account of the practices associated with both work analysis and continuous improvement explains how work analysis can contribute to continuous improvement in own organisation | | | * A comprehensive account of the practices associated with both work analysis and continuous improvement explains how work analysis can contribute to continuous improvement in own organisation | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 1.2  Select an area of work that you are responsible for to conduct a work analysis exercise that will contribute to the achievement of one or more of the organisation’s strategic objectives | **Referral [*ca. 2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [*ca. 6/8*]** | | | | |  | | |
| * An area of work to conduct a work analysis exercise has not been selected, or the area of work is outside own area of responsibility, or the area of work selected is not appropriate for conducting a work analysis exercise * How the work analysis exercise in the area of work selected will contribute to the achievement of one or more of the organisation’s objectives is not addressed or is unclear or incorrect, or appropriate strategic objectives are not provided | | * An area of work has been selected to conduct a work analysis exercise, and, * the area of work is your responsibility * the area of work selected is appropriate for conducting a work analysis exercise * How the work analysis exercise in the area of work selected will contribute to the achievement of one or more of the organisation’s objectives is addressed, although the connections between the area selected, the work analysis exercise and the organisation’s strategic objectives are imprecise | | | * How the work analysis exercise in the area of work selected will contribute to the achievement of one or more of the organisation’s objectives is addressed with clear and explicit connections made between the area selected, the work analysis exercise, and the organisation’s strategic objectives | | | | |
| / 8  (min. of 4) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to conduct a work analysis to improve 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 2.1  Conduct the work analysis in your selected area of responsibility using an appropriate work analysis method or technique | **Referral [*ca. 9/36*]** | | **Pass [*18/36*]** | | | **Good Pass [*ca. 27/36*]** | | | | |  | | |
| * There is no evidence that the work analysis has been conducted in your selected area of responsibility, or the work analysis is not conducted using an appropriate work analysis method or technique, or the work analysis is conducted inappropriately or incorrectly | | * Limited but sufficient evidence is provided that the work analysis has been conducted correctly and appropriately in your selected area of responsibility using an appropriate work analysis method or technique | | | * Comprehensive evidence is provided that the work analysis has been conducted correctly and appropriately in your selected area of responsibility using an appropriate work analysis method or technique | | | | |
| / 36  (min. of 18) | | Pass or Referral |
| AC 2.2  Use the outcomes of your work analysis to identify possible improvements that could be made to processes | **Referral [*ca. 3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [*ca. 9/12*]** | | | | |  | | |
| * The outcomes of your work analysis are not used to identify possible improvements that could be made to processes, or the outcomes of the work analysis are inappropriate or incorrect, or the possible improvements identified are inappropriate or incorrect | | * The outcomes of your work analysis are used to identify possible improvements that could be made to processes, although the possible improvements are imprecise | | | * The outcomes of your work analysis are used to identify clear and precise possible improvements that could be made to processes | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 3:** Be able to make decisions based on work analysis outcomes | | | | | | | | | | | | | |
| **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  Use a formal decision-making technique to identify the outcome that is best able to achieve the strategic objective | **Referral [*ca. 4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * A formal decision-making technique has not been used, or, * a formal decision-making technique has been used incorrectly or inappropriately * the formal decision-making technique does not address the outcomes and possible improvements identified through work analysis in the previous section * the outcome(s) that is best able to achieve the strategic objective(s) is not identified * how the outcome(s) will meet the strategic objective(s) is not addressed | | * A formal decision-making technique has been used correctly and appropriately to address the outcomes and possible improvements identified through work analysis in the previous section and to identify the outcome(s) that is best able to achieve stated strategic objective(s), although the decision-making technique is imprecise and links to the stated strategic objective(s) are tenuous | | | * A formal and transparent decision-making technique has been used correctly and appropriately to address and explicitly rank the outcomes and possible improvements identified through work analysis in the previous section and to identify the outcome(s) that is clearly best able to achieve stated strategic objective(s) | | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 3.2  Evaluate the selected outcome for possible consequences for the organisation | **Referral [*ca. 4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * The selected outcome(s) are not evaluated for possible consequences for the organisation, or possible consequences for the organisation are merely listed or described with no evaluation of any consequences to provide a solution, conclusion or recommendations | | * The selected outcome(s) are evaluated for possible consequences for the organisation to provide a solution, conclusion or recommendations, although the evaluations are limited to internal or local consequences or are based upon a limited evidence-base | | | * A comprehensive evidence-base is used to evaluate the selected outcome(s) for possible internal and external possible consequences for the organisation to provide a solution, conclusion or recommendations | | | | |
| / 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:** | | | |