**MARK SHEET – M4.06 Managing risk 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 importance of managing risks 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 1.1  Evaluate relevant laws and legislation relating to risk management in own area of responsibility | **Referral [*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*15/20*]** | | | | |  | | |
| * Relevant laws and legislation relating to the management of environmental ***or*** technological ***or*** information ***or*** physical ***or*** any other appropriate category of risk in own area of responsibility have not been evaluated, or the evaluation is incorrect or inappropriate, or are generic and not directly related to own area of responsibility, or are merely listed or described with no evaluation to provide a conclusion or recommendations | | * Relevant laws and legislation relating to the management of environmental ***or*** technological ***or*** information ***or*** physical ***or*** any other appropriate category of risk in own area of responsibility have been evaluated correctly and appropriately to provide a conclusion or recommendations, although the conclusion or recommendations require further development to cover all aspects of managing the risk | | | * Relevant laws and legislation relating to the management of environmental ***or*** technological ***or*** information ***or*** physical ***or*** any other appropriate category of risk in own area of responsibility have been evaluated correctly and appropriately to provide a conclusion or recommendations that covers all aspects of managing the risk | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 1.2  Evaluate internal policies relating to the management of risk in own area of responsibility | **Referral [*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*15/20*]** | | | | |  | | |
| * Internal policies relating to the management of risk in own area of responsibility have not been evaluated, or the evaluation is incorrect or inappropriate, or internal policies are merely listed or described with no evaluation to provide a conclusion or recommendations | | * Internal policies relating to the management of risk in own area of responsibility have been evaluated correctly and appropriately to provide a conclusion or recommendations, although the conclusion or recommendations require further development to cover all aspects of managing the risk | | | * Internal policies relating to the management of risk in own area of responsibility have been evaluated correctly and appropriately to provide a conclusion or recommendations that covers all aspects of managing the risk | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to identify and manage risks in own area of responsibility | | | | | | | | | | | | | |
| **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 a risk assessment within the context of own workplace | **Referral [5/20]** | | **Pass [10/20]** | | | **Good Pass [15/20]** | | | | |  | | |
| * A risk assessment has not been conducted within the context of own workplace, or has been conducted incorrectly or inappropriately | | * A risk assessment has been conducted correctly and appropriately within the context of own workplace to identify, evaluate and analyse the risk, although compliance with relevant laws and legislation and internal policies is not made explicit | | | * A risk assessment has been conducted correctly and appropriately within the context of own workplace to identify, evaluate and analyse the risk, and compliance with relevant laws and legislation and internal policies is made explicit | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 2.2  Propose how to minimise identified risks in own workplace | **Referral [5/20]** | | **Pass [10/20]** | | | **Good Pass [15/20]** | | | | |  | | |
| * How to minimise identified risks in own workplace is not proposed, or the proposal is incorrect or inappropriate, or the proposal does not take full account of the risk assessment | | * How to minimise identified risks in own workplace takes full account of the risk assessment and is correctly and appropriately proposed, although the proposal requires further development for full implementation | | | * How to minimise identified risks in own workplace takes full account of the risk assessment and is correctly and appropriately proposed and sufficiently developed for full implementation | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 2.3  Explain how identified risks will be continuously monitored and reviewed. | **Referral [5/20]** | | **Pass [10/20]** | | | **Good Pass [15/20]** | | | | |  | | |
| * How identified risks will be continuously monitored and reviewed is not explained, or the monitoring and review is incorrect or inappropriate, or the monitoring and review does not take full account of the proposal, or monitoring and review is merely stated with no account provided of how monitoring and review systems and procedures will work as an explanation | | * How identified risks will be continuously monitored and reviewed takes account of the proposal and is correctly and appropriately explained, although further development of the monitoring and review systems and procedures is required for full implementation | | | * How identified risks will be continuously monitored and reviewed takes full account of the proposal and is correctly and appropriately explained with reference to monitoring and review systems and procedures that are sufficiently developed for full implementation | | | | |
| / 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 of QA Check:** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | | **Signature of QA:**  **Date of QA check:** | | | |