**MARK SHEET – Understanding utility services and energy efficiency 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 own organisation’s utility services requirements  |
| **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 1.1Identify what utility services are required by own organisation and examine what are actually provided | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** |  |
| * No identification is given of what utility services are required by own organisation or, if identified, is inappropriate or minimal
* No examination is given of what utility services is actually provided or, if given, is inappropriate or minimal
* The utility services are merely stated or listed as opposed to examined
 | * An appropriate identification is given of what utility services (e.g. gas, water, electricity, telecommunications, alternative fuels, renewable energy sources, etc) are required by own organisation and an examination is carried out of what is actually provided although the examination may be limited
 | * A detailed identification is given of a range of utility services that are required by own organisation
* An in-depth examination is conducted of what is actually provided, making clear the possible consequences of any shortfall
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| / 20(min. of 10) | Pass or Referral |

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| AC 1.2Explain the options of acquiring utility services to bridge the gap between own organisation’s requirements and actual provision | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * The options of acquiring utility services to bridge the gap between own organisation’s requirements and actual provision are merely stated or listed as opposed to explained
* An explanation is given of the options of acquiring utility services to bridge the gap between own organisation’s requirements and actual provision **but** the explanation is incorrect, inappropriate or minimal
* The options of acquiring utility services are explained but do not address bridging the gap between own organisation’s requirements and actual provision
 | * A correct and appropriate explanation is given of two or more options of acquiring utility services (e.g. re-negotiation of supply and tariffs, national contracts, flexible contracting, collaborative procurement, using energy agents to secure best energy suppliers, etc) to bridge the gap between own organisation’s requirements and actual provision, although the explanation may be limited and the way in which the utility services would bridge the gap is more implicit than explicit
 | * A thorough and detailed explanation is given of several options for acquiring utility services to bridge the gap between own organisation’s requirements and actual provision, making explicitly clear the way in which they would bridge the gap
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| / 20(min. of 10) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Understand the efficiency of own organisation’s energy consumption |
| **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 2.1Explain the importance of energy management for own organisation | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** |  |
| * The importance of energy management for own organisation is merely stated as opposed to explained
* An explanation is given of the importance of energy management for own organisation **but** is incorrect or minimal
 | * A correct explanation is given of the importance of energy management for own organisation although the explanation may be limited
 | * A thorough and detailed explanation is given, perhaps enhanced with workplace examples, of the importance of energy management for own organisation, making clear the possible consequences of inadequate energy management
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| / 20(min. of 10) | Pass or Referral |

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| AC 2.2Examine how own organisation measures energy requirements and actual consumption to determine efficiency | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * The way in which own organisation measures energy requirements and actual consumption in order to determine efficiency is merely stated as opposed to examined
* An examination is undertaken of how own organisation measures energy requirements and actual consumption to determine efficiency **but** the examination is inappropriate or minimal
 | * An appropriate examination is given of the way in which own organisation measures energy requirements and actual consumption (e.g. meter and consumption data collection and analysis, targets, benchmarking, tariff structures) in order to determine efficiency, although the examination may only identify the positive or only the negative features involved
 | * A thorough and detailed examination is given, identifying both positive and negative features of the method used by own organisation to measure energy requirements in comparison to actual consumption in order to determine efficiency
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| / 20(min. of 10) | Pass or Referral |
| AC 2.3Identify ways of improving own organisation’s energy efficiency | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * Ways of improving own organisation’s energy efficiency are identified but are incorrect, inappropriate or minimal
* Less than two ways of improving own organisation’s energy efficiency are identified
 | * At least two ways of improving own organisation’s energy efficiency (e.g. reducing carbon footprint, energy from renewable sources, district cooling and heating, energy efficient plant and equipment, combined heat and power, ‘smart’ meters, etc) are identified although how the improvement would be achieved is more implicit than explicit
 | * Several ways of improving own organisation’s energy efficiency are identified in detail, making explicitly clear how the improvement would be achieved
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| / 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:** |