**MARK SHEET –Managing equality and diversity in own area**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 equality and diversity law, legislation and internal policies in relation to 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 1.1Explain the implications of the legal requirements for equality and diversity on own area of responsibility | **Referral [*6/24*]** | **Pass [*12/24*]** | **Good Pass [*18/24*]** |  |
| * The implications of the legal requirements for equality and diversity in own area of responsibility have not been explained, or the explanations are incorrect, inappropriate or incomplete, or the implications for equality ***or*** diversity in own area of responsibility have been explained, but not both
* Implications are merely stated or listed with no reasons provided that explain the implications of the legal requirements for equality and diversity on own area of responsibility
 | * Reasons are provided that correctly explain the implications of the legal requirements for both equality ***and*** diversity on own area of responsibility, although the reasons provided require some further development
 | * Detailed reasons are provided that correctly explain the implications of the legal requirements for both equality ***and*** diversity on own area of responsibility
 |
| / 24(min. of 12) | Pass or Referral |
| AC 1.2Evaluate own organisation’s policies and procedures relating to equality and diversity | **Referral [*6/24*]** | **Pass [*12/24*]** | **Good Pass [*18/24*]** |  |
| * Own organisation’s policies and procedures relating to equality and diversity are not evaluated, or the evaluations are incorrect, inappropriate or incomplete, or policies and procedures relating to equality ***or*** diversity have been evaluated, but not both
* Own organisation’s policies and procedures relating to equality and diversity are merely stated or described with no evaluation to provide a conclusion or recommendations
 | * Own organisation’s policies and procedures relating to both equality ***and*** diversity have been correctly and appropriately evaluated to provide a conclusion or recommendations, although the conclusion or recommendations require some further development
 | * Own organisation’s policies and procedures relating to both equality ***and*** diversity have been correctly and appropriately evaluated to provide a fully-developed conclusion or fully-developed recommendations
 |
| / 24(min. of 12) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Be able to influence the management of equality and diversity 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 2.1Evaluate the organisation’s implementation of equality and diversity legal requirements and internal policies  | **Referral [7/28]** | **Pass [14/28]** | **Good Pass [21/28]** |  |
| * The organisation’s implementation of equality and diversity legal requirements and internal policies has not been evaluated, or the organisation’s implementation of equality ***or*** diversity ***or*** internal policies has been evaluated, but not all three
* The organisation’s implementation of equality and diversity legal requirements and internal policies has been merely stated or described with no evaluation to provide a conclusion or recommendations
 | * The organisation’s implementation of equality ***and*** diversity legal requirements ***and*** internal policies has been evaluated to provide a conclusion or recommendations, although the conclusion or recommendations require some further development
 | * The organisation’s implementation of equality ***and*** diversity legal requirements ***and*** internal policies has been evaluated to provide a fully-developed conclusion or fully-developed recommendations
 |
| / 28(min. of 14) | Pass or Referral |
| AC 2.2Make recommendations for improving the management of equality and diversity in own area of responsibility | **Referral [*6/24*]** | **Pass [*12/24*]** | **Good Pass [*18/24*]** |  |
| * No recommendations have been made for improving the management of equality and diversity in own area of responsibility, or recommendations are incorrect or inappropriate, or recommendations are not based on any prior evaluation
 | * Correct and appropriate recommendations based on a prior evaluation have been made for improving the management of equality and diversity in own area of responsibility, although the recommendations require further development for full implementation
 | * Correct and appropriate recommendations based on a prior evaluation and capable of being fully implemented have been made for improving the management of equality and diversity in own area of responsibility
 |
| / 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:** |