**MARK SHEET – Understanding procurement and supplier management 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 procurement in own organisation | | | | | | | | | |
| **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 1.1  Explain procurement procedures in own organisation | **Referral [ca. 3/12]** | | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | | |  | |
| * Procurement procedures in own organisation are merely stated as opposed to explained * An explanation is given of procurement procedures in own organisation **but** the explanation is inappropriate or minimal | | * An explanation is given of procurement procedures (e.g. policy, budgetary control, contracted-out provision, requisitioning and placing orders, CAPEX purchases, managing contracts, terms and conditions, authority level, payment terms) in own organisation although the explanation may be limited | | * A thorough and detailed explanation is given of step-by-step procurement procedures in own organisation | | |
| / 12  (min. of 6) | Pass or Referral |

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| AC 1.2  Describe how procurement requirements can be identified and validated | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * The way(s) by which procurement requirements can be identified and validated is merely stated as opposed to described * A description is given of how procurement requirements can be identified and validated **but** the description is incorrect or minimal * A description is given of **either** how procurement requirements can be identified **or** how they can be validated, but not both | * A correct description is given of how procurement requirements can be both identified and validated although the description of **either** identification **or** validation may be limited | * A thorough and detailed description is given of several ways by which procurement requirements can be both identified and validated |  | |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.3  Identify typical purchases in own area of responsibility | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * Less than two typical purchases in own area of responsibility are identified * Typical purchases in own area of responsibility are identified **but** are inappropriate | * At least two typical purchases (e.g. consumables, office furniture and equipment, utilities, courier services, cleaning materials, catering supplies, protective clothing, etc) in own area of responsibility are identified | * A range of typical purchases in own area of responsibility are identified in detail |  | |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.4  Describe supply chain in own organisation | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * A description is given of the supply chain in own organisation **but** the description is inappropriate or minimal * The supply chain in own organisation is merely listed or stated as opposed to described | * A description is given of the supply chain (e.g. E-procurement, single service providers, Private Finance Initiatives [PFI], Public Private Partnerships [PPP], Corporate Social Responsibility aspects and transparency, sector supply chains) in own organisation although the description may be limited | * A thorough and detailed description is given of the supply chain in own organisation |  | |
| / 12  (min. of 6) | Pass or Referral |

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| AC 1.5  Describe types of specifications used in the organisation | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * The types of specifications used in the organisation are merely stated or listed as opposed to described * Less than two types of specifications are described * A description is given of types of specifications used in the organisation **but** the description is incorrect, inappropriate or minimal | * A description is given of at least two types of specifications (e.g. input, output, function) used in the organisation although the description may be limited | | * A thorough and detailed description is given of a several varied types of specifications used in the organisation |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 2:** Understand how specialists and suppliers are identified and managed in own organisation | | | | | | |
| **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 2.1  List specialists and suppliers used by own organisation and explain how these specialists and suppliers are selected | **Referral [ca. 5/20]** | **Pass [10/20]** | | **Good Pass [ca. 15/20]** |  | |
| * Less than two specialists and/or less than two suppliers/facilities management suppliers are listed * Specialists and suppliers/facilities management used by own organisation are listed **but** are inappropriate * The way of selecting suppliers is merely stated as opposed to explained or, if explained, the way is inappropriate or minimal | * At least two specialists and at least two suppliers/facilities management (e.g. contract cleaning, security, IT, telecoms, vehicle fleets, maintenance and repair, catering, consumables, HEVAC and electrical services, grounds maintenance, etc) used by own organisation are listed **and** * an explanation is given of how these specialists and suppliers are selected (e.g. sustainable procurement, competitive and fixed price tendering, pre-qualification questionnaires, approved suppliers, etc) although the explanation may be limited | | * Several specialists and several suppliers/facilities management used by own organisation are listed in detail, along with an outline of why and how they are used, **and** * A thorough and detailed explanation is given of the step-by-step method by which these specialists and suppliers are selected |
| / 20  (min. of 10) | Pass or Referral |

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| AC 2.2  Explain how the performance of specialists and suppliers is monitored and how continuous improvement is encouraged | **Referral [ca. 5/20]** | | **Pass [10/20]** | | | **Good Pass [ca. 15/20]** | | **Assessor feedback on AC** | |
| * The way in which the performance of specialists and suppliers or facilities management is monitored and/or the way in which continuous improvement is encouraged is merely stated as opposed to explained * An explanation is given of how the performance of specialists and suppliers or facilities management is monitored and/or how continuous improvement is encouraged **but** the explanation is inappropriate or minimal * An explanation is given of **either** how the performance of specialists and suppliers or facilities management is monitored **or** how continuous improvement is encouraged, but not both | | * An appropriate explanation is given of how the performance of specialists and suppliers or facilities management is monitored (e.g. Service Level Agreements, Key Performance Indicators, contract management, internal and third party audits, etc) to ensure continuous improvement and also how continuous improvement is encouraged although the explanations may be limited | | | * A thorough and detailed explanation is given of the step-by-step method(s) by which the performance of specialists and suppliers or facilities management is monitored and also by which continuous improvement is encouraged | |  | |
| / 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:** | |