**MARK SHEET – Managing workplace projects**

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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:** Know how to manage a simple workplace project  |
| **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 a simple workplace project | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** |  |
| * A simple workplace project is not identified
* A workplace project is identified but which is too complex to enable the unit’s assessment criteria to be realistically achieved
* The identified project to too simple, basically just a task
 | * A simple workplace project is identified and briefly stated
 | * A simple workplace project is identified and stated in detail
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| / 8(min. of 4) | Pass or Referral |
| AC 1.2Use a simple tool for determining the financial viability of the project | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * A simple tool for determining the financial viability of the project is not used
* The simple tool used does not adequately determine the financial viability of the project or calculations are inaccurate
 | * A simple tool for determining the financial viability of the project is used showing correct basic calculations
 | * A simple tool for determining the financial viability of the project is used showing correct calculations and justified figures
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| / 20(min. of 10) | Pass or Referral |

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| AC 1.3Produce a project plan using an appropriate project planning technique | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * A project plan using an appropriate project planning technique is produced **but** is minimal, incorrect or incomplete
* The project planning technique used is not a recognised planning technique or is incorrectly applied
 | * A project plan using an appropriate project planning technique is correctly produced which includes timescales and responsibilities, although it may be simplistic
 | * A detailed project plan using an appropriate project planning technique is produced which includes timescales, resources, costs, and responsibilities
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| / 20(min. of 10) | Pass or Referral |
| AC 1.4Set objectives and targets/milestones to monitor performance and review plans within the project | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * Objectives and/or targets/milestones to monitor performance and review plans within the project are not formed and stated
* Only one objective and/or only one target/milestone to monitor performance and review plans within the project is stated
 | * Two or more objectives and two or more targets/milestones to monitor performance and review plans within the project are formed although the stated objectives may not be SMART and the targets/milestones may not comprehensively cover the whole project
 | * Several objectives and a range of targets/milestones to monitor performance and review plans within the project are formed
* The stated objectives are in SMART terms and the range of targets/milestones comprehensively cover the whole project
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| / 12(min. of 6) | Pass or Referral |
| AC 1.5Use a project evaluation technique to evaluate the project | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * No evidence is provided that a recognised project evaluation technique is used to evaluate the project
* A recognised project evaluation technique to evaluate the project is used but no conclusions are drawn and/or no recommendations are made
 | * Evidence is provided that a recognised project evaluation technique is used to evaluate the project although the conclusions drawn and/or recommendations made may be simplistic
 | * Evidence is provided that a recognised project evaluation technique is used to thoroughly evaluate the project which draws clear and detailed conclusions and presents full and realistic recommendations
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| / 16(min. of 8) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |

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| **Learning Outcome / Section 2:** Understand the financial and non-financial implications of a workplace project |
| **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 2.1List areas where net savings can be achieved as a result of the workplace project | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** |  |
| * Areas where net savings can be achieved as a result of the workplace project are not listed
* Only one area where net savings can be achieved is listed
* The areas listed do not appear to relate to net savings or are not recognisably as a result of the project
 | * Two or more areas where net savings can be achieved as a result of the workplace project are listed
 | * Several areas where net savings can be achieved as a result of the workplace project are listed
 |
| / 12(min. of 6) | Pass or Referral |
| AC 2.2Identify wider non-financial implications that can result from the workplace project | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * Wider non-financial implications that can result from the workplace project are not identified
* Only one wider non-financial implication is identified and stated
* Wider non-financial implications are identified **but** do not recognisably result from the workplace project
 | * Two or more wider non-financial implications that can result from the workplace project are identified although they may be similar in nature
 | * Several dissimilar wider non-financial implications that can result from the workplace project are identified
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| / 12(min. of 6) | 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:** |