**MARK SHEET – Developing a Social Enterprise**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 1:** Be able to determine the purpose and objectives of the enterprise | | | | | | | | | | |
| **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  Justify reasons for establishing the social enterprise | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | |  | |
| * No reasons for establishing the social enterprise are given, or reasons are inappropriate or unrealistic, or only one reason has been given, or reasons are merely listed with no rationale or argument presented as justification | | * Two or more correct, appropriate and realistic reasons for establishing the social enterprise are given with limited rationales or arguments presented as justification | | | * Two or more correct, appropriate and realistic reasons for establishing the social enterprise are given with detailed rationales or arguments presented as justification | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.2  Produce a statement of purpose together with social and commercial objectives | **Referral [ca.*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | **Assessor feedback on AC** | |
| * A statement of purpose together with social and commercial objectives has not been produced or has been produced incorrectly or inappropriately, or has been produced with no social and/or commercial objectives, or the social and/or commercial objectives are inappropriate or unrealistic, or a statement of purpose is deficient | | * A correct and appropriate statement of purpose has been produced with a limited range of appropriate and realistic social and/or commercial objectives | | | * A correct and appropriate statement of purpose has been produced with a full range of appropriate and realistic social and/or commercial objectives | | |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome 2:** Be able to determine the most appropriate organisational and legal structure for the enterprise | | | | | | | | | | |
| **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  Explain the application of the most appropriate legal structure for the enterprise | **Referral [ca.*1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [ca. 3/4]** | | |  | |
| * The application of the most appropriate legal structure for the enterprise has not been explained, or is incorrect or inappropriate, or how the most appropriate legal structure can be applied is merely stated with no explanation of how to do it, or the legal structure is incorrect or inappropriate | | * A limited but correct and appropriate explanation is provided of how to apply the most appropriate legal structure for the enterprise, and the legal structure is correct and appropriate | | | * A full, correct and appropriate explanation of how to apply the most appropriate legal structure for the enterprise has been given | | |
| / 4  (min. of 2) | Pass or Referral |
| AC 2.2  Evaluate a range of organisational design options with clients, that address issues of management, governance, accountability and operational effectiveness | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | **Assessor feedback on AC** | |
| * A range of organisational design options that address issues of management, governance, accountability and operational effectiveness has not been evaluated with clients, or are evaluated incorrectly or inappropriately, or issues of management ***or*** governance ***or*** accountability ***or*** operational effectiveness have been evaluated with clients but not all four, or the range of organisational design options evaluated is inappropriate or deficient, or a range of organisational design options are merely listed or described with no evaluation to provide a solution or recommendations | | * A limited but sufficient range of organisational design options that address issues of management, governance, accountability and operational effectiveness has been evaluated correctly and appropriately with clients to provide a limited solution or recommendations | | | * A wide range of appropriate organisational design options that address issues of management, governance, accountability and operational effectiveness has been correctly and appropriately evaluated with clients to provide detailed conclusions or recommendations | | |  | |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.3  Justify the best option for implementation of the social enterprise | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | |  | |
| * The best option for the implementation of the social enterprise has not been justified, or is incorrect or inappropriate, or the best option has merely been stated or described with no argument or rationale presented to justify the chosen option | | * The best option for the implementation of the social enterprise is correct and appropriate and is justified by a correct but limited argument or rationale | | | * A correct and detailed justification of the best option for implementation of the social enterprise is given | | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome 3:** Understand the clients need to develop social enterprise business plans | | | | | | | | | | |
| **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 3.1  Prepare a business plan, in consultation with clients, to address the aims and objectives of the social enterprise | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | |  | |
| * A business plan has not been prepared in consultation with clients to address the aims and objectives of the social enterprise, or it has been prepared incorrectly or inappropriately, or it has been prepared but not in consultation with clients, or it does not address the aims and objectives of the social enterprise, or the aims and objectives of the enterprise are incorrect or inappropriate, or the business plan is deficient | | * A limited but correct and appropriate business plan has been prepared in consultation with clients to address the correct and appropriate aims and objectives of the social enterprise, although further development is needed for full implementation | | | * A full, correct and appropriate business plan that requires no additional work for full implementation has been prepared in consultation with clients to address the correct and appropriate aims and objectives of the social enterprise | | |
| / 16  (min. of 8) | Pass or Referral |
| AC 3.2  Explain the process for reviewing business plans with client and stakeholders | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | **Assessor feedback on AC** | |
| * The process for reviewing business plans with client and stakeholders has not been explained or the explanation is incorrect or inappropriate, or the process is merely listed with no explanation of how it works | | * A limited correct and appropriate explanation of how the process for reviewing business plans with client and stakeholders will work is given | | | * A full, correct and appropriate explanation of how the process for reviewing business plans with client and stakeholders will work is given | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 3.3  Describe how clients should present the business plan to stakeholders | **Referral [ca.*1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [ca. 3/4]** | | |  | |
| * How clients should present the business plan to stakeholders has not been described or is incorrect or appropriate, or how clients should present the business plan to stakeholders has been merely stated with no description of the key features of how it should be presented | | * The key features of how clients should present the business plan to stakeholders have been correctly and appropriately described within a limited context | | | * The key features of how clients should present the business plan to stakeholders have been correctly and appropriately described within a detailed context | | |
| / 4  (min. of 2) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome 4:** Be able to review and improve own practices in supporting new social enterprises | | | | | | | | | | |
| **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 4.1  Describe how to maintain effective business support relationships with clients | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | |  | |
| * How to maintain effective business support relationships with clients is not described, or is incorrect or inappropriate, or is merely stated with no description of the principal features of maintaining effective business support relationships with clients | | * A limited range of correct and appropriate principal features of how to maintain effective business support relationships with clients are described within a limited context | | | * A full range of correct and appropriate principal features of how to maintain effective business support relationships with clients are described within a detailed context | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 4.2  Gather feedback from clients, in order to use information to identify ways of improving support practices | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | **Assessor feedback on AC** | |
| * Feedback from clients in order to use information to identify ways of improving support practices has not been gathered or is gathered incorrectly or inappropriately, or feedback does not identify ways of improving support practices, or feedback is inappropriate or deficient | | * Limited but sufficient and appropriate feedback from clients has been gathered correctly and appropriately in order to use information to identify a narrow range of appropriate ways of improving support practices | | | * Detailed appropriate feedback from clients has been gathered correctly and appropriately in order to use information to identify a wide range of appropriate ways of improving support practices | | |  | |
| / 8  (min. of 4) | Pass or Referral |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AC 4.3  Review actions of own support activities to enable self improvement | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | **Good Pass [ca. 6/8]** | |  | |
| * Actions of own support activities to enable self-improvement has not been reviewed or is reviewed incorrectly or inappropriately, or review does not address self-improvement, or actions of own support activities are merely stated or described with no review to make a judgement based upon a combination of evidence and practice | | * Actions of own support activities to enable self-improvement has been reviewed correctly and appropriately to make a judgement, although the review is based upon a limited combination of evidence and practice | | * Actions of own support activities to enable self-improvement has been reviewed correctly and appropriately to make a judgement using a detailed combination of evidence and practice | |
| / 8  (min. of 4) | 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:** | |