**MARK SHEET – Managing remote workers**

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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 the different forms of remote working that can best apply for business/enterprise 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** *[comments not necessary in every box]* |
| AC 1.1* Describe the differences between a range of remote working practices
 | **Referral [ca.*3/12*]** | **Pass [*6/12*]** | **Good Pass [ca. 9/12]** |  |
| * The differences between a range of remote working practices are not described, or the descriptions are incorrect or deficient, or the remote working practices are incorrect, or the range of remote working practices is insufficient
* A range of remote working practices is merely listed with no account of the principal features of the working practices to describe the differences between them
 | * A limited but sufficient and correct account of the principal features of a narrow but sufficient range of appropriate remote working practices correctly describes the differences between the working practices, although the context provided for the remote working practices is limited but sufficient
 | * A comprehensive and correct account of the principal features of a wide and diverse range of appropriate remote working practices correctly describes the differences between the working practices within a detailed and appropriate context
 |
| / 12(min. of 6) | Pass or Referral |
| AC 1.2* Describe an organisation’s policy for addressing remote working practices
 | **Referral [ca.*3/12*]** | **Pass [*6/12*]** | **Good Pass [ca. 9/12]** |  |
| * An organisation’s policy for addressing the practices of remote working is not described, or the policy described is incorrect, inappropriate or deficient, or the policy is merely stated with no description of its principal features
 | * A limited but sufficient and correct account of the principal features of an appropriate organisational policy for addressing the practices of remote working is described, although the context is limited but sufficient and/or the application of the policy is imprecise
 | * A comprehensive and correct account of the principal features and precise application of an appropriate organisational policy for addressing the practices of remote working is described within a detailed and appropriate context
 |
| / 12(min. of 6) | Pass or Referral |
| AC 1.3* Explain the contractual requirements that an organisation will require to ensure the remote worker achieves agreed or prescribed goals and objectives
 | **Referral [ca.*4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. 12/16]** |  |
| * The contractual requirements that an organisation will require to ensure the remote worker achieves agreed or prescribed goals and objectives is not explained, or the explanation is incorrect, inappropriate or deficient, or contractual requirements are merely described with no explanation as to how they will work to ensure the remote worker achieves agreed or prescribed goals and objectives
 | * A limited but sufficient and correct account of the contractual requirements that an organisation will require is provided that explains how the contractual requirements will work to ensure the remote worker achieves agreed or prescribed goals and objectives, although the context is limited but sufficient and/or agreed or prescribed goals and objectives are imprecise
 | * A comprehensive and correct account of the contractual requirements that an organisation will require is provided within a detailed and appropriate context that fully explains how the contractual requirements will work to ensure the remote worker achieves precisely-defined agreed or prescribed goals and objectives
 |
| / 16(min. of 8) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Be able to apply the legislative and regulatory requirements for remote working |
| **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 2.1* Explain the Health and Safety legislative requirements that apply to remote working practices including the use of IT equipment
 | **Referral [ca.*4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. 12/16]** |  |
| * Health and Safety legislative requirements that apply to remote working practices are not explained, or the explanation is incorrect or deficient, or the explanation does not include the use of IT equipment, or the range of Health and Safety legislative requirements is deficient or inappropriate
* Health and Safety legislative requirements that apply to remote working practices are merely listed or described with no explanation as to the reasons why they apply to remote working practices specifically
 | * A limited but sufficient and correct account of a limited but sufficient range of relevant and appropriate Health and Safety legislative requirements, including the use of IT equipment, is provided to explain the reasons why the practices apply to remote working practices specifically, although the context provided is limited but sufficient
 | * A comprehensive and correct account of a full range of relevant and appropriate Health and Safety legislative requirements, including the use of IT equipment, is provided within a detailed context to explain the reasons why the practices apply to remote working practices specifically
 |
| / 16(min. of 8) | Pass or Referral |
| AC 2.2* Explain the requirements of the Data Protection Act that impact on remote working practices
 | **Referral [ca.*4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. 12/16]** |  |
| * Requirements of the Data Protection Act that impact on remote working practices are not explained, or the explanation is incorrect or deficient, or the range of requirements is deficient or inappropriate
* Requirements of the Data Protection Act that impact on remote working practices are merely listed or described with no explanation as to the reasons why they apply to remote working practices specifically
 | * A limited but sufficient and correct account of the requirements of the Data Protection Act that impact on remote working practices is provided to explain the reasons why the requirements impact on remote working practices specifically, although the context provided is limited but sufficient
 | * A comprehensive and correct account of the requirements of the Data Protection Act that impact on remote working practices is provided within a detailed context to explain the reasons why the requirements impact on remote working practices specifically
 |
| / 16(min. of 8) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 3:** Understand the benefits and disadvantages from managing remote workers |
| **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 3.1* Describe the advantages of remote working for the employer / contractor and the remote worker
 | **Referral [ca.*2/8*]** | **Pass [*4/8*]** | **Good Pass [ca. 6/8]** |  |
| * The advantages of remote working for the employer / contractor and the remote worker are not described, or advantages for the employer / contractor ***or*** the remote worker are described but not both, or the range of advantages provided is insufficient
* The advantages described are incorrect or inappropriate, or the descriptions are inappropriate or deficient, or advantages are merely listed with no account provided to describe their principal features
 | * A limited but sufficient and correct account of their principal features is provided to describe a narrow but sufficient range of correct and appropriate advantages of remote working for the employer / contractor and the remote worker, although the context provided is limited but sufficient
 | * A comprehensive and correct account of their principal features is provided within a detailed context to describe a full range of correct and appropriate advantages of remote working for the employer / contractor and the remote worker
 |
| / 8(min. of 4) | Pass or Referral |
| AC 3.2* Describe the disadvantages that remote working brings for the employer / contractor and the remote worker
 | **Referral [ca.*2/8*]** | **Pass [*4/8*]** | **Good Pass [ca. 6/8]** |  |
| * The disadvantages that remote working brings for the employer / contractor and the remote worker are not described, or the disadvantages for the employer / contractor ***or*** the remote worker are described but not both, or the range of disadvantages provided is insufficient
* The disadvantages described are incorrect or inappropriate, or the descriptions are inappropriate or deficient, or disadvantages are merely listed with no account provided to describe their principal features
 | * A limited but sufficient and correct account of their principal features is provided to describe a narrow but sufficient range of correct and appropriate disadvantages that remote working brings for the employer / contractor and the remote worker, although the context provided is limited but sufficient
 | * A comprehensive and correct account of their principal features is provided within a detailed context to describe a full range of correct and appropriate disadvantages that remote working brings for the employer / contractor and the remote worker
 |
| / 8(min. of 4) | Pass or Referral |
| AC 3.3* Explain the difficulties that a middle manager can experience from managing remote workers
 | **Referral [ca.*3/12*]** | **Pass [*6/12*]** | **Good Pass [ca. 9/12]** |  |
| * The difficulties that a middle manager can experience from managing remote workers is not explained, or the explanation is incorrect or deficient, or the range of difficulties is insufficient, or the difficulties explained are incorrect or inappropriate
* The difficulties that a middle manager can experience from managing remote workers are merely listed or described with no account of the practices involved in managing remote workers that explains the difficulties that a middle manager can experience
 | * A limited but sufficient and correct account of a limited but sufficient range of the practices involved in managing remote workers that explains the difficulties that a middle manager can experience is provided, although the context is limited but sufficient
 | * A comprehensive and correct account of a full range of diverse practices involved in managing remote workers is provided that explains the difficulties that a middle manager can experience within a detailed context
 |
| / 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:** |