**MARK SHEET – Understand the organisation and its context**

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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 organisation as an entity | | | | | | | | | |
| **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  Describe the legal entity of a specified organisation and the implication of that legal entity on the structure and management of the organisation | **Referral [ca. 4/16]** | | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | | |  | |
| * The legal entity of a specified organisation is not recognisably described * The legal entity of a specified organisation is described **but** is incorrect or minimal * The implication of that legal entity on the structure and/or management of the specified organisation are merely stated or listed as opposed to being described | | * A correct description is given of the legal entity of a specified organisation (such as sole trader, partnership, limited company, public sector organisation, voluntary sector) **and** the implication of that legal entity on **both** the structure and management of the organisation, although the description of the entity or implication may be limited | | * A thorough and detailed description is given of the legal entity of a specified organisation (such as sole trader, partnership, limited company, public sector organisation, voluntary sector) **and** the implication of that legal entity on **both** the structure and management of the organisation | | |
| / 16  (min. of 8) | Pass or Referral |

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| AC 1.2  Describe the operational functions within an organisation | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** | |
| * The operational functions within an organisation are merely stated or listed as opposed to described * A description is given of the operational functions **but** the description is incorrect, inappropriate or minimal | * The operational functions within an organisation (such as marketing, finance, production, etc) are correctly described although the description may be limited | * A thorough and detailed description is given of a range of operational functions within an organisation |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.3  Identify own role, span of control and reporting line in an organisation using an organisational chart to illustrate | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * Own role, span of control and reporting line in an organisation are not identified * Some aspects of own role, span of control and reporting line in an organisation are identified **but** not all * No organisational chart is provided to illustrate * An organisational chart is provided to illustrate **but** this does not appropriately identify own role and/or span of control and/or reporting line in an organisation | * Own role, span of control and reporting line in an organisation are all identified and illustrated in an organisational chart, although it may be simplistic, appropriately identifies at least some of these aspects | * Own role, span of control and reporting line in an organisation are all thoroughly identified and is illustrated in a detailed organisational chart that clearly and explicitly identifies all of these aspects |  | |
| / 16  (min. of 8) | Pass or Referral |
| AC 1.4  Describe the roles and responsibilities of managers at different levels of an organisation | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * The roles and responsibilities of managers at different levels of an organisation are merely stated or listed as opposed to described * The roles and responsibilities of managers are described in general but there is no distinction between managers at different levels of an organisation * The roles and responsibilities of managers at different levels of an organisation are described **but** the description is incorrect, inappropriate or minimal | * The roles and responsibilities of managers at a minimum of two different levels of an organisation are described although the description may be limited | * The roles and responsibilities of managers are thoroughly described in detail with the differences between managers at several different levels made explicitly clear |  | |
| / 16  (min. of 8) | Pass or Referral |

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| AC 1.5  Explain the relevance to an organisation of its different stakeholders | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * The relevance to an organisation of its different stakeholders is merely stated as opposed to explained * An explanation is given of the relevance to an organisation of its different stakeholders **but** it is incorrect, inappropriate or minimal * An explanation is given of an organisation’s different stakeholders **but** not their relevance to the organisation | * An explanation is given of the relevance to an organisation of its different stakeholders although the explanation may be limited | | * The relevance to an organisation of its different stakeholders is thoroughly explained in detail along with a clear distinction between different stakeholders |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 2:** Understand the context within which the organisation operates | | | | | | |
| **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  Identify the major external forces which impact upon an organisation | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** |  | |
| * The major external forces which impact upon an organisation are not identified * The major external forces which impact upon an organisation are identified **but** are inappropriate or minimal | * At least two major external forces which impact upon an organisation are identified although the nature of their impact may be implicit | | * Several major external forces which impact upon an organisation are identified in detail and the nature of their impact is made explicitly clear |
| / 12  (min. of 6) | Pass or Referral |
| AC 2.2  Prepare a PESTLE analysis of an organisation | **Referral [ca. 5/20]** | **Pass [10/20]** | | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** | |
| * A PESTLE analysis is not provided * A PESTLE analysis of an organisation is provided but is incorrect, inappropriate, incomplete or minimal | * A PESTLE analysis of an organisation is correctly and appropriately prepared and provided, although it may be limited | | * A thorough and detailed PESTLE analysis of an organisation is prepared and provided |  | |
| / 20  (min. of 10) | Pass or Referral |

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| **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:** |