**MARK SHEET – Understanding sustainability and environmental issues in an organisation**

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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 sustainability and corporate social responsibility  |
| **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 1.1Explain the terms sustainability and corporate social responsibility | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** |  |
| * The terms sustainability and corporate social responsibility are not explained
* An explanation is given of the terms sustainability and corporate social responsibility **but** it is incorrect, inappropriate or minimal
* An explanation is given for the term sustainability or for corporate social responsibility but not for both
 | * An appropriate and correct explanation is given of both the terms sustainability and also corporate social responsibility although the explanations may be limited
 | * The terms sustainability and corporate social responsibility are thoroughly explained in detail
 |
| / 16(min. of 8) | Pass or Referral |
| AC 1.2Identify the key legislation associated with sustainability and corporate social responsibility | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * The key legislation associated with sustainability and/or corporate social responsibility are not identified
* The key legislation associated with sustainability and corporate social responsibility is identified **but** is incorrect
 | * The key legislation associated with both sustainability and corporate social responsibility is correctly identified
 | * The key legislation associated with both sustainability and corporate social responsibility is identified in detail
 |  |
| / 16(min. of 8) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Understand environmental issues affecting the organisation and how these issues can be managed |
| **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 the environmental standards required in own organisation | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** |  |
| * The environmental standards required in own organisation are not listed or only one environmental standard is listed
* Environmental standards are listed but are not recognisably related to own organisation
 | * At least two environmental standards required in own organisation are listed although the link to own organisation is more implicit than explicit
 | * A range of environmental standards required in own organisation are listed, the link to own organisation being explicit
 |
| / 12(min. of 6) | Pass or Referral |
| AC 2.2Explain the environmental issues affecting own organisation | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * An explanation of the environmental issues affecting own organisation is not given or is merely stated as opposed to explained
* Only one environmental issue affecting own organisation is explained
* Environmental issues are explained but the explanation is incorrect, inappropriate or minimal and/or the issues are not recognisably related to own organisation
 | * The environmental issues affecting own organisation are correctly and appropriately explained although the explanation may be limited and the link to own organisation may be more implicit than explicit
 | * A thorough and detailed explanation is given of the environmental issues affecting own organisation, the link to own organisation being explicit
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| / 16(min. of 8) | Pass or Referral |

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| AC 2.3Describe environmentally friendly ways to manage issues affecting own organisation | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * Environmentally friendly ways to manage issues affecting own organisation are not described or are merely listed as opposed to describing
* Only one environmentally friendly way to manage issues affecting own organisation is described
* Environmentally friendly ways to manage issues are described but are incorrect, inappropriate or minimal and/or the link to own organisation is not made
 | * Two or more environmentally friendly ways to manage issues affecting own organisation are correctly and appropriately described although the description may be limited and the link to own organisation may be implicit rather than explicit
 | * A range of environmentally friendly ways to manage issues affecting own organisation are thoroughly described in detail, the link to own organisation being explicit
 |  |
| / 16(min. of 8) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 3:** Understand the constraints and opportunities of an organisation’s building(s) in being environmentally friendly |
| **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 3.1Explain the constraints of own organisation’s building(s) on environmentally friendly procedures and practices | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** |  |
| * An explanation is given of the constraints of own organisation’s building(s) on environmentally friendly procedures and practices **but** the explanation is incorrect, inappropriate or minimal
* The constraints of own organisation’s building(s) on environmentally friendly procedures and practices are not explained or are merely stated or described, as opposed to explained, or only one constraint is explained
* The explanation given considers only procedures or practices but not both
 | * Two or more appropriate constraints of own organisation’s building(s) on environmentally friendly procedures and practices are correctly explained although the explanation may be limited
 | * Several constraints of own organisation’s building(s) on environmentally friendly procedures and practices are thoroughly explained in detail
 |
| / 12(min. of 6) | Pass or Referral |
| AC 3.2Explain the opportunities to enhance own organisation’s building(s) environmentally friendly performance | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * The opportunities to enhance own organisation’s building(s) environmentally friendly performance are merely stated or listed as opposed to described
* Only one opportunity to enhance own organisation’s building(s) environmentally friendly performance is explained
* An explanation is given of the opportunities to enhance own organisation’s building(s) environmentally friendly performance **but** the explanation is incorrect, inappropriate or minimal
 | * Two or more appropriate opportunities to enhance own organisation’s building(s) environmentally friendly performance are correctly explained although the explanation may be limited
 | * Several opportunities to enhance own organisation’s building(s) environmentally friendly performance are thoroughly explained in detail
 |  |
| / 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:** |