**MARK SHEET – Promoting Social Enterprise**

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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 1:** Be able to promote opportunities to establish social enterprise activities | | | | | | | | | | | |
| **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  Analyse market conditions, social needs and economic trends to identify opportunities for new social enterprise initiatives | **Referral [ca. *3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | |  | |
| * No analysis of market conditions, social needs and economic trends to identify opportunities for new social enterprise activities is undertaken, or the analysis is incorrect, inappropriate or deficient, or analysis is undertaken on market conditions ***or*** social needs ***or*** economic trends but not all three, or analysis is undertaken but no opportunities for new social enterprise initiatives are identified, or opportunities are unrealistic, or opportunities are identified with no analysis of market conditions, social needs and economic trends to determine their essential features and draw conclusions | | * A limited but correct and sufficient analysis of market conditions, social needs and economic trends determines their essential features and draws appropriate conclusions in order to identify realistic but imprecise opportunities for new social enterprise activities | | | * A detailed and correct and analysis of market conditions, social needs and economic trends determines their essential features and draws detailed and appropriate conclusions in order to identify realistic and clearly-defined opportunities for new social enterprise activities | | | |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.2  Explain how to promote these opportunities to organisations and those most likely to be involved in promoting social enterprise initiatives | **Referral [ca. *3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | | **Assessor feedback on AC** | |
| * How to promote these opportunities to organisations and those most likely to be involved in promoting social enterprise initiatives is not explained or is incorrect or inappropriate, or how to promote these opportunities to organisations ***or*** those most likely to be involved in promoting social enterprise initiatives is explained but not both, or how to promote these opportunities is simply stated with no explanation of what will be done to make it work | | * How to promote these opportunities to a limited range of organisations and those most likely to be involved in promoting social enterprise initiatives is correctly and appropriately explained, although more detail is required for the promotion to be fully implemented | | | * How to promote these opportunities to a wide range of organisations and those most likely to be involved in promoting social enterprise initiatives is correctly and appropriately explained with no further detail required for the promotion to be fully implemented | | | |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome 2:** Know how to develop a social enterprise proposal | | | | | | | | | | | |
| **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  Establish support for the formation and development of stakeholders as an effective enterprise team | **Referral [ca. *2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * There is no evidence that support for the formation and development of stakeholders as an effective enterprise team has been established, or the support is incorrect, inappropriate or deficient, or support has been established for the formation of stakeholders ***or*** for the development of stakeholders but not both | | * Limited, but sufficient, evidence is provided that sufficient support for the formation and development of stakeholders as an effective enterprise team has been correctly and appropriately established | | | * Comprehensive evidence is provided that full support for the formation and development of stakeholders as an effective enterprise team has been correctly and appropriately established | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 2.2  Establish a client relationship with the stakeholder group, clarifying the rights, roles and responsibilities of both parties | **Referral [ca. *2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | | **Assessor feedback on AC** | |
| * There is no evidence a client relationship with the stakeholder group clarifying the rights, roles and responsibilities of both parties has been established, or it is established incorrectly or inappropriately, or the rights ***or*** roles ***or*** responsibilities of both parties are established but not all three | | * Limited, but sufficient, evidence is provided that a correct and appropriate client relationship with the stakeholder group clarifying the rights, roles and responsibilities of both parties has been correctly and appropriately established, although the scope of rights, roles and responsibilities of both parties is not fully developed | | | * Comprehensive evidence is provided that a correct and appropriate client relationship with the stakeholder group clarifying the full scope of rights, roles and responsibilities of both parties has been correctly and appropriately established | | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 2.3  Explain how to agree a process for investigating a social enterprise proposal for implementation | **Referral [ca. *2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * How to agree a process for investigating a social enterprise proposal for implementation is not explained, or the explanation is incorrect or inappropriate, or the process for investigating a social enterprise proposal for implementation is merely stated with no explanation of how it was, or would be, agreed | | * How to agree a process for investigating how a social enterprise proposal for implementation would work is explained correctly and appropriately, although more detail is required to address the full scope of the process and/or a social enterprise proposal | | | * How to agree a full and complete process for investigating all aspects of how a social enterprise proposal for implementation would work is explained in detail correctly and appropriately | | | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome 3:** Be able to establish the viability of a social enterprise proposal | | | | | | | | | | | |
| **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  Research potential trading activities that are consistent with the clients’ social objectives, competencies and resources | **Referral [ca. *2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * Potential trading activities that are consistent with the clients’ social objectives, competencies and resources are not researched, or the research is incorrect, inappropriate or deficient, or researched potential trading activities are consistent with the clients’ social objectives ***or*** competencies ***or*** resources but not all three | | * Limited but sufficient research is conducted correctly and appropriately to identify a range of appropriate potential trading activities that are consistent with the clients’ social objectives, competencies and resources | | | * Comprehensive and detailed research is conducted correctly and appropriately to identify a range of appropriate potential trading activities that are consistent with the clients’ social objectives, competencies and resources | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 3.2  Describe ways to support the clients’ work in researching and evaluating the viability of their social enterprise proposal. | **Referral [ca. *2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | | **Assessor feedback on AC** | |
| * Ways to support the clients’ work in researching and evaluating the viability of their social enterprise proposal are not described or are incorrect or inappropriate, or only one way is described, or ways are merely listed with no account of their principal features to describe how they support the clients work in researching and evaluating the viability of their proposal | | * Principal features of two or more ways provide limited but correct, appropriate and sufficient descriptions of how to support the clients’ work in researching and evaluating the viability of their social enterprise proposal | | | * Principal features of two or more ways provide comprehensive correct and appropriate descriptions of how to support the clients’ work in researching and evaluating the viability of their social enterprise proposal | | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 3.3  Describe ways to help clients’ make decisions on future actions | **Referral [ca. *2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | | **Assessor feedback on AC** | |
| * Ways to help clients make decisions on future actions are not described or are incorrect or inappropriate, or only one way is described, or ways are merely listed with no account of their principal features to describe how they help clients make decisions on future actions | | * Principal features of two or more ways provide limited but correct, appropriate and sufficient descriptions of how to help clients make decisions on future actions | | | * Principal features of two or more ways provide comprehensive correct and appropriate descriptions of how to help clients make decisions on future actions | | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome 4:** Be able toreview own ability to improve working practices offering support to 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  Construct a method of gaining feedback from clients on the support received | **Referral [ca. *2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * A method of gaining feedback from clients is not constructed or is incorrect, inappropriate or deficient | | * A limited but correct method of gaining feedback from clients is constructed although it requires further development | | | * A detailed and correct method of gaining feedback from an appropriate range of clients is constructed | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 4.2  Analyse feedback to implement improvements to your own support practices | **Referral [ca. *2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | | **Assessor feedback on AC** | |
| * No analysis of the feedback to inform actions for improving own support practices is undertaken, or the analysis is incorrect or inappropriate, or the feedback is inappropriate or deficient, | | * A limited but correct analysis of the feedback to inform actions for improving own support practices with no clear conclusions drawn | | | * A detailed and correct analysis of the feedback to inform actions for improving own support practices with clear conclusions drawn where appropriate | | | |  | |
| / 8  (min. of 4) | Pass or Referral |
| AC 4.3  Explain how your clients will benefit from your improvements in support practices | * **Referral [ca. 3/12]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | | **Assessor feedback on AC** | |
| * How your clients will benefit from your improvements in support practices is not explained or is explained incorrectly or inappropriately | | * A correct but limited explanation of how your clients will benefit from your improvements in support practices | | | * A correct and detailed explanation of how your clients will benefit from your improvements in support practices | | | |  | |
| / 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:** | |