**MARK SHEET – Understanding discipline in the workplace**

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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 legal aspects and organisational policy relating to discipline in the workplace | | | | | | | | | |
| **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  Briefly describe the legal aspects of the disciplinary process | **Referral [ca. 5/20]** | | **Pass [10/20]** | | **Good Pass [ca. 15/20]** | | |  | |
| * Legal aspects of the disciplinary process are merely stated or listed, as opposed to described * Legal aspects of the disciplinary process are described **but** are incorrect or minimal * Legal aspects in general are described **but** they do not relate to the disciplinary process | | * At least two legal aspects of the disciplinary process are described although the description may be brief and limited | | * Several legal aspects of the disciplinary process are thoroughly described in detail and an outline given of the possible consequences of not complying with them | | |
| / 20  (min. of 10) | Pass or Referral |

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| AC 1.2  Identify an organisation’s employment policies and procedures that could guide the manager in dealing with disciplinary issues | **Referral [ca. 8/32]** | **Pass [16/32]** | | **Good Pass [ca. 24/32]** | **Assessor feedback on AC** | |
| * An organisation’s employment policies and procedures are not identified or, if identified, are minimal or inappropriate to guiding the manager in dealing with disciplinary issues | * At least two of an organisation’s employment policies and/or procedures (e.g. relating to time-keeping, absenteeism, conduct, level of performance, attitude and behaviour or gross misconduct) that could guide the manager in dealing with disciplinary issues are briefly identified | | * Several of an organisation’s employment policies and several of its procedures that could guide the manager in dealing with disciplinary issues are identified in detail along with step-by-step outline of one of them |  | |
| / 32  (min. of 16) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 2:** Understand how to monitor discipline in the workplace | | | | | | |
| **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  Describe the purpose of disciplinary procedure | **Referral [ca. 5/20]** | **Pass [10/20]** | | **Good Pass [ca. 15/20]** |  | |
| * The reason for having a disciplinary procedure is not described or, if described, is incorrect, inappropriate or minimal * The disciplinary procedure itself is described **but** not its purpose | * The purpose of disciplinary procedure is described although the description may be limited | | * The purpose of disciplinary procedure is thoroughly described in detail along with an outline of the possible consequences of not following the procedure |
| / 20  (min. of 10) | Pass or Referral |

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| AC 2.2  Identify the interpersonal behaviour and support skills required by a manager to monitor discipline in the workplace | **Referral [ca. 7/28]** | | **Pass [14/28]** | | **Good Pass [ca. 21/28]** | | **Assessor feedback on AC** | |
| * The interpersonal behaviour and support skills required by a manager are identified **but** are incorrect, inappropriate or minimal and/or are not related to monitoring discipline * The monitoring of discipline is discussed but there is nothing on the interpersonal behaviour and support skills needed | | * An identification is given of the interpersonal behaviour or support skills required by a manager in order to monitor discipline in the workplace although the identification may be brief | | * Both the interpersonal behaviour and the support skills required by a manager to monitor discipline in the workplace are fully identified | |  | |
| / 28  (min. of 14) | 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:** | |