**MARK SHEET – Understanding the implications of working in an 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:**  Understand the rights and responsibilities of individuals |
| **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 1.1Describe the rights of individuals with regard to contractual obligations in an enterprise | **Referral [ca.*4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. 12/16]** |  |
| * Rights of individuals are not described, or the descriptions are incorrect, or are merely listed with no descriptions of the principal features of the rights of individuals with regard to contractual obligations in an enterprise
 | * A correct but limited description of the principal features of the key rights of individuals with regard to contractual obligations is given
 | * A detailed description of the principal features of the key rights of individuals with regard to contractual obligations is given
 |
| / 16(min. of 8) | Pass or Referral |
| AC 1.2Outline the responsibility of individuals ‘ behaviours with regard to legal, ethical and respect of diversity in the workplace  | **Referral [ca.*3/12*]** | **Pass [*6/12*]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * The responsibility of individuals behaviours with regard to legal, ethical and respect of diversity in the workplace is not outlined, or the outline is incorrect, or the outline addresses legal ***or*** ethical ***or*** respect of diversity in the workplace, but not all three
 | * A correct outline of the responsibility of individuals’ behaviours is provided that takes limited account of legal ***and*** ethical ***and*** respect of diversity in the workplace
 | * A correct outline of the responsibility of individuals’ behaviours is provided that takes full account of legal ***and*** ethical ***and*** respect of diversity in the workplace
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| / 12(min. of 6) | Pass or Referral |

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| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome 2:** Understand the range of enterprise sectors available and the implications |
| **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 2.1Compare and contrast two types of enterprise available | **Referral [ca.*4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. 12/16]** |  |
| * Two types of enterprise available are not compared and contrasted, or the ‘compare and contrast’ is incorrect or inappropriate
* Two types of enterprise are merely listed with no descriptions or assessment to compare and contrast their relative features or effectiveness
 | * Description given of features of two types of enterprise and limited assessment made on the relative merits of these features
 | * A wide ranging description of the features of two types of enterprise is given and an extensive assessment of the features is undertaken
 |
| / 16(min. of 8) | Pass or Referral |
| AC 2.2Explain the implications of the individual for employment, self-employment, contractual and voluntary work | **Referral [ca.*4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * No explanation is given of the implications for the individual of employment, self-employment, contractual and voluntary work, or explanations are given for employment ***or*** self-employment ***or*** contractual ***or*** voluntary work, but not all four, or the explanations are inappropriate, or the implications are merely listed with no reasons given to explain the implications
 | * Appropriate explanations with limited reasons are given of the implications for the individual for employment, self-employment, contractual and voluntary work
 | * Appropriate explanations with detailed reasons are given for the implications of the individual for employment, self-employment, contractual and voluntary work
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| / 16(min. of 8) | Pass or Referral |
| AC 2.3Evaluate own attitude to different types of enterprise | **Referral [ca.*4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * Own attitude to different types of enterprise is not evaluated, or the evaluation is inappropriate, or own attitudes to different types of enterprise are merely listed or described with no evaluation to provide a conclusion or recommendations
 | * Evaluation of own attitude to different types of enterprise has been carried out with limited conclusions and/or limited recommendations made
 | * Evaluation of own attitude to different types of enterprise has been carried out with detailed conclusions and/or limited recommendations made
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| / 16(min. of 8) | Pass or Referral |

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| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome 3:**  Understand the skills relevant to working in an enterprise |
| **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 3.1Identify own strengths and weakness in relation to problem solving, coping and interpersonal skills | **Referral [ca.*2/8*]** | **Pass [*4/8*]** | **Good Pass [ca. 6/8]** |  |
| * Own strengths and weaknesses are identified with no reference to problem solving, coping and interpersonal skills, or strengths and weakness are identified in relation to problem solving ***or*** coping ***or*** interpersonal skills, but not all three
* No explanation of how to improve own problem solving, coping and interpersonal skills is given
 | * Own strengths and weaknesses are identified and key areas selected making reference to problem solving, coping and interpersonal skills
 | * Own strengths and weaknesses are identified and key areas selected making clear and detailed reference to problem solving, coping and interpersonal skills
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| / 8(min. of 4) | Pass or Referral |
| AC 3.2Explain ways to improve own problem solving, coping and interpersonal skills  | **Referral [ca.*4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** |
| * Possible improvements to own problem solving, coping and interpersonal skills are merely listed with no explanations as to how the improvements would work
 | * Limited reasons are provided to explain how ways to improve own identified problem solving, coping and interpersonal skills would work
 | * Detailed reasons are provided to explain how ways to improve own identified problem solving, coping and interpersonal skills would work
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| / 16(min. of 8) | 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:** |