**MARK SHEET – Understanding the legal and regulatory requirements for starting and running 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 / Section 1:** Understand how to set up and run an enterprise legally |
| **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 1.1Gather information about the different types of legal status for an enterprise  | **Referral [ca. 8/32]** | **Pass [16/32]** | **Good Pass [ca. 24/32]** |  |
| * No information is gathered about the different types of legal status for an enterprise or information is gathered on one type of legal status for an enterprise, or the information gathered is incorrect
 | * Limited correct information is gathered about the different types of legal status for an enterprise
 | * Detailed correct information is gathered about the different types of legal status for an enterprise
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| / 32(min. of 16) | Pass or Referral |
| AC 1.2Identify the legal and regulatory requirements, including documentation, for setting up and running own enterprise | **Referral [ca. 6/24]** | **Pass [12/24]** | **Good Pass [ca. 18/24]** |  |
| * No identification of the legal and regulatory requirements for setting up and running own enterprise, or identification of legal and regulatory requirements with no reference to documentation required.
 | * Identification of correct legal and regulatory requirements with limited reference to documentation required for setting up and running own enterprise
 | * Detailed correct identification of legal and regulatory requirements with reference to specific documentation required for setting up and running own enterprise.
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| / 24(min. of 12) | Pass or Referral |
| AC 1.3Identify health, safety and environmental requirements relevant to proposed type of enterprise | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** |  |
| * No health, safety and environmental requirements relevant to proposed type of enterprise identified, or health ***or*** safety ***or*** environmental requirements identified but not all three, or the requirements are incorrect
 | * Identification of limited correct health, safety and environmental requirements relevant to proposed type of enterprise
 | * Comprehensive identification of specific and correct health, safety and environmental requirements relevant to proposed type of enterprise
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| / 20(min. of 10) | Pass or Referral |
| AC 1.4Identify sources of support for trading within legal, regulatory and health and safety requirements | **Referral [ca. 6/24]** | **Pass [12/24]** | **Good Pass [ca. 18/24]** |  |
| * No sources of support for trading within legal, regulatory and health and safety requirements are identified, or only one source of support for trading within legal, regulatory and health and safety requirements is identified, or the sources of support are incorrect
 | * Two or more correct sources of support for trading within legal, regulatory and health and safety requirements are identified, although the type of support provided is unclear
 | * Two or more sources of support for trading within legal, regulatory and health and safety requirements are identified and the type of support provided is clear
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| / 24(min. of 12) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **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:** |