**MARK SHEET –Delegating authority 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 benefits of delegation | | | | | | | | | | | | |
| **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**  *[comments not necessary in every box]* | | |
| AC 1.1  Evaluate the benefits of delegation | **Referral [*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [*9/12*]** | | | |  | | |
| * The benefits of effective delegation have not been evaluated, or the benefits are incorrect or inappropriate, or the benefits of effective delegation have been merely listed or stated with no evaluation to provide a conclusion or recommendations | | * The benefits of effective delegation have been correctly and appropriately evaluated to provide a conclusion or recommendations, although the evaluation is limited to the benefits for the appraiser and the appraisee | | | * The benefits of effective delegation for the appraiser, appraisee and for the organisation have been correctly and appropriately evaluated to provide a conclusion or recommendations | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 1.2  Explain how delegation can be used to empower others | **Referral [*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [*9/12*]** | | | |  | | |
| * How delegation can be used to empower others is not explained, or the explanation is incorrect or inappropriate, or how delegation can be used to empower others is merely listed or stated with no account of the practices of delegation provided to explain exactly how | | * A correct and appropriate account of the practices of delegation is provided that explains how delegation can be used to empower others, although the practices of delegation do not cover all levels of delegation | | | * A correct and appropriate account of the practices of delegation at all levels of delegation is provided that explains how delegation can be used to empower others | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 2:** Be able to delegate effectively 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**  *[comments not necessary in every box]* | | |
| AC 2.1  Justify an appropriate process to follow when delegating work within your area of responsibility | **Referral [4/16]** | | **Pass [8/16]** | | | **Good Pass [12/16]** | | | |  | | |
| * An appropriate process to follow when delegating work within your area of responsibility has not been justified, or the process is incorrect or is not appropriate, or a process has been merely listed or described with no argument or rationale presented | | * An argument or rationale has been used to justify a correct and appropriate process to follow when delegating work within your area of responsibility, although the argument or rationale has not considered all levels of delegation | | | * An argument or rationale that considers all levels of delegation has been used to justify a correct and appropriate process to follow when delegating work within your area of responsibility | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 2.2  Allocate and monitor work that you have delegated within your own area of responsibility | **Referral [5/20]** | | **Pass [10/20]** | | | **Good Pass [15/20]** | | | |  | | |
| * Work that has been delegated within your area of responsibility has not been allocated and monitored, or the delegated work has only been allocated ***or*** monitored (but not both) or the delegated work has been allocated and/or monitored incorrectly or without following an appropriate process | | * Work that has been delegated within your area of responsibility has been correctly allocated and monitored following an appropriate process, although monitoring is informal and ad hoc | | | * Work that has been delegated within your area of responsibility has been correctly allocated and monitored both formally and informally following an appropriate process | | | |
| / 20  (min. of 10) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 3:** Be able to improve own ability to delegate and empower others | | | | | | | | | | | | |
| **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**  *[comments not necessary in every box]* | | |
| AC 3.1  Review how well you delegated the task, based on the outcomes of the delegated task and feedback from others | **Referral [5/20]** | | **Pass [10/20]** | | | **Good Pass [15/20]** | | | |  | | |
| * How well you delegated the task is not reviewed, or the review is incorrect, incomplete, or inappropriate * The review is based on the outcomes of the delegated task ***or*** feedback from others, but not both * Delegation of the task is merely listed or described with no evidence from the outcomes of the delegated task and from feedback from others used to review how well the task was delegated and to make a judgement | | * Evidence from the outcomes of the delegated task and from feedback from others is used to review how well the task was delegated and to make a judgement, although the evidence base is limited and/or subjective | | | * Detailed objective evidence from the outcomes of the delegated task and from feedback from others is used to review how well the task was delegated and to make a judgement | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 3.2  Assess how you can improve your own ability to delegate and empower others | **Referral [5/20]** | | **Pass [10/20]** | | | **Good Pass [15/20]** | | | |  | | |
| * How you can improve your own ability to delegate and empower others is not addressed, or is incorrect or inappropriate, or ability to delegate ***or*** empower others is addressed, but not both * How you can improve your own ability to delegate and empower others is merely listed or described with no assessment made using appropriate criteria to make a judgement | | * An assessment on how you can improve your own ability both to delegate ***and*** empower others is made using appropriate criteria to make a judgement, although the criteria are limited and/or subjective | | | * An assessment on how you can improve your own ability both to delegate ***and*** empower others is made using a wide range of appropriate detailed and objective criteria to make a judgement | | | |
| / 20  (min. of 10) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
|  | | | | | | | | | **/ 100** | | **TOTAL MARKS** | |

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| **Assessor’s Decision** | | **Quality Assurance Use** | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of Assessor:**  **Date of QA Check:** | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of QA:**  **Date of QA check:** |