**ARK SHEET –Understanding the organisational culture and context**

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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 culture and context of the organisation | | | | | | | | | | | | | |
| **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 organisation within its broader environment using appropriate environmental and organisational analysis techniques | **Referral [*6/24*]** | | **Pass [*12/24*]** | | | **Good Pass [*18/24*]** | | | | |  | | |
| * The organisation within its broader environment has not been evaluated using appropriate environmental and organisational analysis techniques, or is merely listed or described with no evaluation to provide a conclusion or recommendations, or the evaluation is incorrect or inappropriate * The organisation within its broader environment has been evaluated using only appropriate environmental or appropriate organisational analysis techniques, but not both. | | * The organisation within its broader environment has been correctly and appropriately evaluated using appropriate environmental and organisational analysis techniques to provide a conclusion or recommendations, although the conclusion or recommendations require further development to cover all aspects of the organisation within its broader environment. | | | * The organisation within its broader environment has been correctly and appropriately evaluated using appropriate environmental and organisational analysis techniques to provide a conclusion or recommendations that cover all aspects of the organisation within its broader environment. | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| AC 1.2  Examine the implications of the policies, procedures and legal requirements that are relevant to your area of work | **Referral [*6/24*]** | | **Pass [*12/24*]** | | | **Good Pass [*18/24*]** | | | | |  | | |
| * The implications of the policies, procedures and legal requirements that are relevant to your area of work have not been examined, or the implications are incorrect or inappropriate | | * Two or more correct and appropriate but limited implications of the policies and procedures and legal requirements that are relevant to your area of work have been appropriately examined | | | * Two or more wide-ranging implications of the policies and procedures and legal requirements that are relevant to your area of work have been appropriately examined | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| AC 1.3  Evaluate the cultural and ethical behaviour present in the organisation | **Referral [*6/24*]** | | **Pass [*12/24*]** | | | **Good Pass [*18/24*]** | | | | |  | | |
| * The cultural and ethical behaviour present in the organisation has not been evaluated, or is merely listed or described with no evaluation to provide a conclusion or recommendations. | | * The cultural and ethical behaviour present in the organisation has been evaluated to provide a conclusion or recommendations, although the evidence base for the evaluation is limited or subjective | | | * The cultural and ethical behaviour present in the organisation has been evaluated to provide a conclusion or recommendations using a wide and objective evidence base | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Understand own ability to function within organisational culture and ethical norms | | | | | | | | | | | | | |
| **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  Evaluate own cultural and ethical behaviour in relation to the organisation | **Referral [4/16]** | | **Pass [8/16]** | | | **Good Pass [12/16]** | | | | |  | | |
| * Own cultural and ethical behaviour in relation to the organisation is not evaluated, or is merely listed or described with no evaluation to provide a conclusion or recommendations. * Own cultural and ethical behaviour is evaluated but not in relation to the organisation, or the evaluation is incorrect or inappropriate | | * Own cultural and ethical behaviour in relation to the organisation is correctly and appropriately evaluated to provide a conclusion or recommendations, although the evidence base for the evaluation may be subjective or limited. | | | * Own cultural and ethical behaviour in relation to the organisation is evaluated to provide a conclusion or recommendations, the evidence base for the evaluation being objective and detailed. | | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 2.2  Propose how to uphold the ethical standards across the organisation | **Referral [*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [*9/12*]** | | | | |  | | |
| * How to uphold the ethical standards across the organisation is not proposed, or the proposal is incorrect or inappropriate | | * How to uphold the ethical standards across the organisation is correctly and appropriately proposed, although the proposal requires further clarification | | | * A correct and appropriate proposal on how to uphold the ethical standards across the organisation requires no further clarification | | | | |
| / 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 of QA Check:** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | | **Signature of QA:**  **Date of QA check:** | | | |