**MARK SHEET – Understanding innovation and change in an organisation**

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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 innovation and change in an 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** |
| AC 1.1Explained the benefits of innovation and change for the organisation | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** |  |
| * The benefits of innovation and change for the organisation are not explained or are merely listed or described, or only one benefit is explained
 | * Two or more appropriate benefits of innovation and change for the organisation are explained although the explanations may lack detail
 | * Two or more appropriate benefits of innovation and change for the organisation are fully explained
 |
| / 20(min. of 10) | Pass or Referral |
| AC 1.2Identified the barriers to change and innovation in the organisation  | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * The barriers to change and innovation in the organisation are not identified or are merely listed, or only one barrier is identified
 | * Two or more appropriate barriers to change and innovation in the organisation are briefly identified
 | * Two or more appropriate barriers to change and innovation in the organisation are identified and stated in detail
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| / 20(min. of 10) | Pass or Referral |

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| AC 1.3Explained practical ways of overcoming these barriers  | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * Practical ways of overcoming the identified barriers are not explained or are merely listed or described, or only one practical way is explained, or the ways of overcoming the identified barriers are impractical.
 | * Practical ways of overcoming the two or more identified barriers are explained although the various suggested ways are similar in nature
 | * Practical ways of overcoming the two or more identified barriers are explained and the various suggested ways are different in nature
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| / 12(min. of 6) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Understand how to plan, monitor and review the implementation and communication of innovation and change in an 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** |
| AC 2.1Described which planning, monitoring and review techniques could be used to manage innovation and change | **Referral [ca. 6/24]** | **Pass [12/24]** | **Good Pass [ca. 18/24]** |  |
| * Less than two planning, monitoring and review techniques which could be used to manage innovation and change are given or, if given, are merely listed or identified as opposed to described
 | * At least two planning, monitoring and review techniques which could be used to manage innovation and change are described although their principle features may be incomplete
 | * Several planning, monitoring and review techniques which could be used to manage innovation and change are fully described in detail, distinguishing between monitoring and review and/or between innovation and change
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| / 24(min. of 12) | Pass or Referral |
| AC 2.2Explained why communication is important in successful implementation of innovation and change | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * Why communication is important in successful implementation of innovation and change is discussed in general **but** is not explained
 | * Why communication is important in successful implementation of innovation and change is briefly explained
 | * The importance of communication in the successful implementation of change is thoroughly explained in detail
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| / 12(min. of 6) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |

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| **Learning Outcome / Section 3:** Understand the effects of innovation and change on people and teams in an 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** |
| AC 3.1Explained possible human effects of innovation and change upon people and teams in an organisation  | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** |  |
| * No explanation given of possible human effects of innovation and change upon people and teams in an organisation or, if given, the explanation is incorrect, minimal or inappropriate
* Possible non-specific effects of innovation and change are explained **but** not human effects and/or not upon people and teams in an organisation
* Only possible human effects upon people or only effects upon teams are explained, not both
* Possible human effects of innovation and change upon people and teams in an organisation are merely listed or described, as opposed to explained
 | * Two or more possible human effects of innovation and change upon people, and two or more possible human effects of innovation and change upon teams in an organisation are explained although the explanations may lack detail
 | * Several possible human effects of innovation and change upon people and several possible human effects of innovation and change upon teams in an organisation are fully explained in detail
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| / 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:** | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of QA:****Date of QA check:** |