**MARK SHEET – Contributing to innovation and creativity 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 what innovation is |
| **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 what is meant by innovation | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** |  |
| * No description is given of what is meant by innovation or if given, description is insufficient, inaccurate or incorrect
 | * The meaning of innovation is described although the descriptions may be limited
 | * The meaning of innovation is clearly and accurately described. A description of what innovation is not may also be included to enhance description
 |
| / 4(min. of 2) | Pass or Referral |
| AC 1.2Identify examples of recent innovation | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * Less than two examples of recent innovation identified or if identified are not examples of innovation or are not recent

  | * Two or more examples of recent innovation are identified
 | * Several examples of recent innovation are identified and may be described, these may include worldwide innovations as well as those from own or other known organisation
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| / 4(min. of 2) | Pass or Referral |

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| AC 1.3Describe the difference between innovation and creativity | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * The difference between innovation and creativity is not described or is described incorrectly or inaccurately
 | * The difference between innovation and creativity is described although the descriptions may be limited
 | * The difference between innovation and creativity is clearly and accurately described, identifying key features of each
 |  |
| / 4(min. of 2) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2**: Understand the different types of innovation and their application within 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 2.1Describe different types of innovation | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** |  |
| * No types or only one type of innovation are described or if described are incorrect or inappropriate
 | * Two or more types of innovation are described although the descriptions may be limited
 | * Several types of innovation are clearly and accurately describe. These may include but not be limited to process, product or service innovation etc
 |
| / 4(min. of 2) | Pass or Referral |
| AC 2.2Explain where the different types of innovation could be typically applied within an organisation | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * No explanation is given of where the different types of innovation could be typically applied within an organisation or if given, explanation is insufficient or inappropriate
 | * Where the different types of innovation could be typically applied within an organisation is briefly explained
 | * Clear and accurate explanation is given of where the different types of innovation could be typically applied within an organisation. Examples may be given from own workplace of where innovation is /has been applied
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| / 8(min. of 4) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |

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| **Learning Outcome / Section 3**: Understand the drivers of innovation |
| **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 3.1Explain how external influences impact on the organisation | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** |  |
| * No explanation is given of how external influences impact on the organisation or if given, explanation is insufficient or inappropriate
 | * How external influences impact on the organisation is briefly explained
 | * Clear and accurate explanation is given of how external influences impact on the organisation Examples of different influences and their impact on own organisation may be given
 |
| / 8(min. of 4) | Pass or Referral |
| AC 3.2Explain the drivers within the organisation that will promote and encourage innovation  | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * No explanation of drivers within the organisation that will promote and encourage innovation or if given, explanation is insufficient or inappropriate or only one driver is explained
 | * Two or more drivers within the organisation that will promote and encourage innovation are briefly explained
 | * A range of drivers within the organisation that will promote and encourage innovation are clearly and accurately explained and may include but not be limited to leadership skills, organisational structure or reward strategies
 |  |
| / 12(min. of 6) | Pass or Referral |
| AC 3.3Identify key influences that would promote innovation in the team | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * No key influences or only one key influence that would promote innovation in the team are identified
 | * Two or more key influences that would promote innovation in the team are identified
 | * Several key influences that would promote innovation in the team are identified in detail. Examples from own organisation may be included
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| / 4(min. of 2) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |

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| **Learning Outcome / Section 4**: Understand the conditions that promote and hinder innovation 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** |
| AC 4.1Explain what organisational culture is | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** |  |
| * Organisational culture is not explained or if explained is insufficient, inaccurate or incorrect
 | * Organisational culture is explained although the explanation may lack detail
 | * Organisational culture is clearly and accurately explained such as typical cultures; person, task, role or power, examples from own organisation may be given to enhance explanation
 |
| / 4(min. of 2) | Pass or Referral |
| AC 4.2Explain how an organisation’s culture can support and hinder innovation | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * No explanation is given of how an organisation’s culture can support and hinder innovation or if given, explanation is insufficient, incorrect or inaccurate
 | * How an organisation’s culture can support and hinder innovation is briefly explained
 | * How an organisation’s culture can support and hinder innovation is clearly and accurately explained. Examples may be given of culture that supports and also hinders innovation
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| / 4(min. of 2) | Pass or Referral |
| AC 4.3Identify barriers to innovation | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * No barriers to innovation are identified or if identified are incorrect or inaccurate
 | * Two or more barriers to innovation are briefly identified
 | * Several barriers to innovation are identified in detail and/or may include examples of impact of barriers
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| / 4(min. of 2) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |

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| **Learning Outcome / Section 5**: Understand the use of creative thinking in innovation |
| **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 5.1Identify examples of creative thinking in business | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** |  |
| * Examples of creative thinking in business are not identified or if identified are inappropriate
* Only one example of creative thinking in business is identified
 | * Two or more examples of creative thinking in business are briefly identified
 | * A range of examples of creative thinking in business are identified in detail
 |
| / 4(min. of 2) | Pass or Referral |
| AC 5.2Compare creative thinking techniques that will enable innovative thinking in the team | **Referral [ca. 2/8]** | **Pass [4/8]** | **Good Pass [ca. 6/8]** | **Assessor feedback on AC** |
| * There is little or nothing to indicate that creative thinking techniques that will enable innovative thinking in the team have been compared
* Creative thinking techniques that will enable innovative thinking in the team are compared although the comparisons made are incorrect or inappropriate
 | * Two or more creative thinking techniques that will enable innovative thinking in the team are briefly compared to draw a conclusion
 | * Several creative thinking techniques that will enable innovative thinking in the team are compared in detail to draw conclusions , techniques may include but not be limited to; brain-storming, random word, six hats, assumption reversal
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| / 8(min. of 4) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |

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| **Learning Outcome / Section 6**: Understand the innovation process |
| **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 6.1 Explain the process of innovation | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** |  |
| * The process of innovation is not explained or if explained, is insufficient, inaccurate or incorrect
 | * The process of innovation is explained although the explanation may be limited
 | * The process of innovation is explained in detail and will include but not be limited to; concept of an idea, development, implementation and evaluation
 |
| / 4(min. of 2) | Pass or Referral |
| AC 6.2 Describe the importance of protecting intellectual property | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * The importance of protecting intellectual property is not described or if described is inaccurate or incorrect
 | * The importance of protecting intellectual property is described although the description may lack detail
 | * The importance of protecting intellectual property is clearly and accurately described, specific benefits of protection may be included
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| / 4(min. of 2) | Pass or Referral |
| AC 6.3Explain the importance of record keeping to support the innovation process | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * The importance of record keeping to support the innovation process is not explained or if explained is insufficient, inaccurate or incorrect
 | * The importance of record keeping to support the innovation process is briefly explained
 | * The importance of record keeping to support the innovation process is clearly and accurately explained. The impact of not keeping records may be included
 |  |
| /4(min. of 2) | Pass or Referral |
| AC 6.4Identify the criteria for successful innovation | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * The criteria for successful innovation are not identified
* Less than two criteria for successful innovation are identified
* Inappropriate or incorrect criteria for successful innovation are identified
 | * Two or more criteria for successful innovation are identified briefly
 | * A range of criteria for successful innovation are identified in detail
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| /4(min. of 2) | Pass or Referral |
| AC 6.5Outline how to evaluate the validity and potential of a creative idea | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * How to evaluate the validity and/or potential of a creative idea is not outlined
 | * A brief outline is given of how to evaluate the validity and potential of a creative idea
 | * How to evaluate the validity and potential of a creative idea is outlined with appropriate examples
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| /4(min. of 2) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 7**: Understand how to implement and measure the impact of innovation |
| **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 7.1Outline methods of implementing creative ideas | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** |
| * Methods of implementing creative ideas are not outlined
* Only one method of implementing creative ideas is outlined
 | * Two or more methods of implementing creative ideas are briefly outlined
 | * Several methods of implementing creative ideas are outlined in detail
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| / 4(min. of 2) | Pass or Referral |
| AC 7.2Outline how the success of an innovation can be measured | **Referral [ca. 1/4]** | **Pass [2/4]** | **Good Pass [ca. 3/4]** | **Assessor feedback on AC** |
| * How the success of an innovation can be measured is not outlined
 | * A brief outline is given of how the success of an innovation can be measured
 | * A detailed outline is given of how the success of an innovation can be measured
 |  |
| / 4(min. of 2) | Pass or Referral |
| **Section 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:** | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of QA:****Date of QA check:** |