**MARK SHEET – Managing recruitment**

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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 human resource planning 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** *[comments not necessary in every box]* |
| AC 1.1Explain the role and relevance of human resource planning in own organisation | **Referral [*ca. 2/8*]** | **Pass [*4/8*]** | **Good Pass [ca. *6/8*]** |  |
| * Role and relevance of human resource planning in own organisation is not addressed, or is incorrect, or a generic description or definition of human resource planning is provided with no organisational context
* No human resource planning practices or examples are provided that explain the role and relevance of human resource planning in own organisation
 | * Human resource planning practices or examples are provided that correctly explain the role and relevance of human resource planning in own organisation, although the range of practices or examples may be partial and not take full account of the alignment between human resource planning and the organisation’s strategic plan and its strategic objectives
 | * A wide range of human resource planning practices or examples are provided that correctly explain the role and relevance of human resource planning in own organisation and take full account of the alignment between human resource planning and the organisation’s strategic plan and its strategic objectives
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| / 8(min. of 4) | Pass or Referral |
| AC 1.2Assess the impact of legal requirements on human resource planning in the organisation | **Referral [*ca. 4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. *12/16*]** |  |
| * The impact of legal requirements on human resource planning in the organisation is not addressed, is incorrect, or there is no organisational context
* Legal requirements on human resource planning in the organisation are merely described with no assessment to make a judgement as to their impact
 | * Legal requirements on human resource planning in the organisation are correctly identified and are assessed rather than described to make a judgement as to their impact, although the judgement may be based on a limited range of criteria
 | * Legal requirements on human resource planning in the organisation are correctly identified and are assessed using a wide range of appropriate criteria to make a judgement as to their impact
 |
| / 16(min. of 8) | Pass or Referral |
| AC 1.3Assess the impact of organisational policies and procedures on human resource planning in the organisation | **Referral [*ca. 4/16*]** | **Pass [*8/16*]** | **Good Pass [ca. *12/16*]** |  |
| * The impact of organisational policies and procedures on human resource planning in the organisation is not addressed, is incorrect, or there is no organisational context
* Organisational policies and procedures on human resource planning in the organisation are merely described with no assessment to make a judgement as to their impact
 | * Organisational policies and procedures on human resource planning in the organisation are correctly identified and are assessed rather than described to make a judgement as to their impact, although the judgement may be based on a limited range of criteria
 | * Organisational policies and procedures on human resource planning in the organisation are correctly identified and are assessed using a wide range of appropriate criteria to make a judgement as to their impact
 |
| / 16(min. of 8) | Pass or Referral |
| **Assessment comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Be able to plan and implement recruitment in line with legal and organisational requirements  |
| **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 2.1Describe the recruitment process in own organisation from the identification of a vacancy through to the appointment of the successful candidate | **Referral [*ca. 2/8*]** | **Pass [*4/8*]** | **Good Pass [ca. *6/8*]** |  |
| * The recruitment process from the identification of a vacancy through to the appointment of the successful candidate is not addressed, or is incorrect or incomplete, or has no organisational context, or is merely listed with no account of the principal features of the process
 | * The recruitment process in own organisation from the identification of a vacancy through to the appointment of the successful candidate is correctly described with a limited account of the principal features of the process
 | * The recruitment process in own organisation from the identification of a vacancy through to the appointment of the successful candidate is correctly described with a detailed account of the principal features of the process
 |
| / 8(min. of 4) | Pass or Referral |
| AC 2.2Justify a need for recruitment in own area of responsibility | **Referral [*ca. 3/12*]** | **Pass [*6/12*]** | **Good Pass [ca. *9/12*]** |  |
| * A need for recruitment in own area of responsibility is merely stated or described with no rationale presented to justify a particular action or choice
 | * A rationale is presented to justify a need for recruitment in own area of responsibility, although some aspects of the rationale may be limited or subjective
 | * A detailed and objective rationale is presented to justify a need for recruitment in own area of responsibility
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| / 12(min. of 6) | Pass or Referral |
| AC 2.3Implement the recruitment process in own area of responsibility, ensuring all procedures are followed and necessary records are kept in line with legal and organisational requirements | **Referral [*ca. 10/40*]** | **Pass [*20/40*]** | **Good Pass [ca. *30/40*]** |  |
| * There is no implicit or explicit evidence presented that the recruitment process is implemented, or is being implemented
* There is no implicit or explicit evidence presented that all procedures are followed, or are being followed, and that necessary records are kept, or are being kept, in line with legal and organisational requirements
 | * Limited but sufficient evidence is presented that the recruitment process is implemented correctly and appropriately from the identification of a vacancy and justification for recruitment through to the appointment of the successful candidate
* Limited but sufficient evidence is presented that all procedures are followed correctly and appropriately and that necessary records are kept in line with legal and organisational requirements from the identification of a vacancy and justification for recruitment through to the appointment of the successful candidate
 | * Comprehensive and detailed evidence is presented that the recruitment process is implemented correctly and appropriately from the identification of a vacancy and justification for recruitment through to the appointment of the successful candidate
* Comprehensive and detailed evidence is presented that all procedures are followed correctly and appropriately and that necessary records are kept in line with legal and organisational requirements from the identification of a vacancy and justification for recruitment through to the appointment of the successful candidate
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| / 40(min. of 20) | 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:** |