**MARK SHEET – Improving and maintaining the organisation’s environmental performance**

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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 strategic context of environmental sustainability | | | | | | | | | | | |
| **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   * Explain why environmental sustainability is a strategic issue in the context of the organisation’s purpose and activities | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | |  | |
| * Why environmental sustainability is a strategic issue in the context of the organisation’s purpose and activities is not explained, or the explanation is incorrect, inappropriate or deficient, or environmental sustainability is explained in generic terms with no reference to the organisation’s purpose and activities * Environmental sustainability is merely defined or discussed with no account of environmental sustainability practices to explain why it is a strategic issue in the context of the organisation’s purpose and activities | | * A limited but sufficient and correct account of a narrow but sufficient range of environmental sustainability practices is provided to explain why environmental sustainability is a strategic issue for the organisation, although the business case for the practices explained is imprecise in the context of the organisation’s purpose and activities | | | * A comprehensive account of a wide and relevant range of environmental sustainability practices is provided to explain why environmental sustainability is a strategic issue for the organisation, and the business case for the practices explained is detailed and fully within the context of the organisation’s purpose and activities | | | |
| / 16  (min. of 8) | Pass or Referral |
| AC 1.2   * Review current legislative requirements and codes of practice associated with environmental sustainability that impact on the organisation | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | |  | |
| * Current legislative requirements and codes of practice associated with environmental sustainability that impact on the organisation are not reviewed, or the review is incorrect, inappropriate or deficient * Current legislative requirements and codes of practice are merely stated or described with no review using a combination of evidence and practice to make a judgement as to their impact on the organisation | | * A combination of evidence and practice is used to review a narrow but sufficient range of current legislative requirements and codes of practice in order to make a limited but sufficient judgement as to their impact on the organisation, although the evidence base is narrow and/or not quantified | | | * A combination of evidence and practice is used to comprehensively review a wide and relevant range of current legislative requirements and codes of practice in order to make a rigorous and quantified judgement as to their impact on the organisation | | | |
| / 16  (min. of 8) | Pass or Referral |
| AC 1.3   * Evaluate the organisation’s current environmental sustainability strategy, policy or standards | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | |  | |
| * The organisation’s current environmental sustainability strategy ***or*** policy ***or*** standards is not evaluated, or the evaluation is incorrect, inappropriate or deficient, or the current environmental sustainability strategy ***or*** policy ***or*** standards is merely described or explained with no evaluation to ascertain its usefulness and to provide a solution or conclusions | | * The organisation’s current environmental sustainability strategy ***or*** policy ***or*** standards is correctly and appropriately evaluated to ascertain its usefulness and to provide a limited solution or conclusions, although the evidence base for the evaluation is limited | | | * The organisation’s current environmental sustainability strategy ***or*** policy ***or*** standards is correctly and appropriately evaluated using a wide and objective evidence base to ascertain its usefulness and to provide a detailed solution or conclusions | | | |
| / 16  (min. of 8) | Pass or Referral |
| AC 1.4   * Recommend improvements to the organisation’s current environmental sustainability strategy, policy or standards | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * Improvements to the organisation’s current environmental sustainability strategy ***or*** policy ***or*** standards are not recommended, or the recommendations are not based on a correct, appropriate and sufficient evaluation, or recommendations are unrealistic and/or do not lead to an improvement | | * Appropriate and realistic improvements to the organisation’s current environmental sustainability strategy ***or*** policy ***or*** standards are recommended and are realistic and are based on a correct, appropriate and sufficient evaluation, although the outcomes of the recommended improvements are imprecise | | | * Appropriate and realistic improvements to the organisation’s current environmental sustainability strategy ***or*** policy ***or*** standards with clearly-defined outcomes resulting from the improvements are recommended and are based on a correct, appropriate and sufficient evaluation | | | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome / Section 2:** Understand how to identify and resolve environmental problems and issues through environmental audit | | | | | | | | | | | |
| **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   * Undertake an environmental audit or baseline environmental audit using an appropriate methodology in own area of responsibility to improve environmental performance | **Referral [ca.*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [ca. 15/20]** | | | |  | |
| * An environmental audit or baseline environmental audit has not been undertaken, or the methodology is incorrect or inappropriate for the type of audit undertaken, or the environmental audit is not appropriate to the particular circumstances, or the environmental audit is not undertaken in own area of responsibility to improve environmental performance | | * A limited but sufficient environmental audit or baseline environmental audit appropriate to the circumstances has been undertaken in own area of responsibility to improve environmental performance using a methodology appropriate for the type of audit undertaken | | | * A comprehensive environmental audit or baseline environmental audit appropriate to the circumstances has been undertaken in own area of responsibility to improve environmental performance using a methodology appropriate for the type of audit undertaken | | | |
| / 20  (min. of 10) | Pass or Referral |
| AC 2.2   * Produce a formal post-audit Report comprising evaluation of findings, recommendations, action plan and monitoring and review techniques used to maintain improvements | **Referral [ca.*6/24*]** | | **Pass [*12/24*]** | | | **Good Pass [ca. 18/24]** | | | |  | |
| * A formal post-audit Report has not been produced, or the post-audit Report is incorrect or inappropriate, or the post-audit Report is insufficiently based on the environmental audit or baseline audit * The post-audit Report does not include evaluation of findings ***and*** recommendations ***and*** action plan ***and*** monitoring and review techniques used to maintain improvements, or the post-audit Report is deficient in one or more of those areas * The post-audit Report is poorly presented and lacks the presentation and protocols expected of a professional formal Report | | * A limited but sufficient formal post-audit Report based on the environmental audit or baseline audit has been produced that includes evaluation of findings, recommendations, action plan and monitoring and review techniques used to maintain improvements, although the Report requires additional work to attain the standard of a professional formal Report | | | * A detailed and professional post-audit Report based on the environmental audit or baseline audit has been produced that includes evaluation of findings, recommendations, action plan and monitoring and review techniques used to maintain improvements | | | |
| / 24  (min. of 12) | 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:** | |