**MARK SHEET – M4.07 Motivating people 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 the factors that may affect performance and motivation in the work place | | | | | | | | | | | | | |
| **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 theories of motivation relevant to your workplace | **Referral [*7/28*]** | | **Pass [*14/28*]** | | | **Good Pass [*21/28*]** | | | | |  | | |
| * Theories of motivation relevant to your workplace have not been evaluated, or only one theory of motivation relevant to your workplace has been evaluated * Theories of motivation have been evaluated incorrectly, or the theories of motivation are not relevant to your workplace * Theories of motivation relevant to your workplace are merely identified or listed with no evaluation to provide a conclusion or recommendations | | * Two or more theories of motivation that are clearly relevant to your workplace have been correctly and appropriately evaluated to provide a conclusion or recommendations, although the evidence base for the conclusion or recommendations may be subjective and/or limited | | | * Two or more theories of motivation that are clearly relevant to your workplace have been correctly and appropriately evaluated using a wide and objective evidence base to provide a conclusion or recommendations | | | | |
| / 28  (min. of 14) | | Pass or Referral |
| AC 1.2  Evaluate the principal factors that may affect performance and motivation in the workplace | **Referral [*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*15/20*]** | | | | |  | | |
| * The principal factors that may affect performance and motivation in the workplace are not addressed, or are incorrect or incomplete * The principal factors that may affect performance and motivation in the workplace are merely identified or listed with no evaluation to provide a conclusion or recommendations | | * The principal factors that may affect performance and motivation in the workplace are correct and appropriate and the principal factors have been correctly and appropriately evaluated to provide a conclusion or recommendations, although the evidence base for the conclusion or recommendations may be subjective and/or limited | | | * The principal factors that may affect performance and motivation in the workplace are correct and appropriate, and the principal factors have been correctly and appropriately evaluated using a wide and objective evidence base to provide a conclusion or recommendations | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to improve levels of motivation and increase performance 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**  *[comments not necessary in every box]* | | |
| AC 2.1  Select a theory of motivation and apply this to your workplace | **Referral [6/24]** | | **Pass [12/24]** | | | **Good Pass [18/24]** | | | | |  | | |
| * No theory of motivation has been selected and applied, or the theory of motivation selected is incorrect or inappropriate, or the theory of motivation has been applied incorrectly or inappropriately | | * An appropriate theory of motivation has been selected and correctly applied, although the application of the theory is limited | | | * An appropriate theory of motivation has been selected and correctly applied in full | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| AC 2.2  Evaluate the impact of applying the theory of motivation on performance in the workplace | **Referral [7/28]** | | **Pass [14/28]** | | | **Good Pass [21/28]** | | | | |  | | |
| * The impact on performance in the workplace of applying the theory of motivation has not been evaluated, or has been evaluated incorrectly or inappropriately, or the impact on performance in the workplace has merely been listed or described with no evaluation to provide a conclusion or recommendations | | * The impact on performance in the workplace of applying the theory of motivation has been correctly and appropriately evaluated to provide a conclusion or recommendations, although the evidence base for the conclusion or recommendations may be subjective and/or limited | | | * The impact on performance in the workplace of applying the theory of motivation has been correctly and appropriately evaluated using a wide and objective evidence base to provide a conclusion or recommendations | | | | |
| / 28  (min. of 14) | | 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:** | | | |