**MARK SHEET –: Workplace records and information systems**

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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 reasons for keeping records within an organisation [24 Marks] | | | | | | | | | | |
| **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 organisations need to keep records | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | |  | |
| * Organisational record keeping is discussed in general **but** no reason or purpose is given * Why organisations need to keep records is explained **but** the explanation is incorrect or inappropriate | | * An correct and appropriate explanation is given of why organisations need to keep records although the explanation may be limited | | | * Why organisations need to keep records is fully explained, perhaps in some detail * A range of organisational record keeping methods is discussed with different reasons for each fully explained in detail * The implications and impact of not keeping records are identified | | |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.2   * Outline the benefits of record keeping | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | |  | |
| * The importance of record keeping is discussed in general **but** there is no description of the benefits * Less than two benefits of keeping records are outlined * At least two benefits of record keeping are outlined but are incorrect or minimal | | * At least two correct and appropriate benefits of record keeping are outlined | | | * Several benefits of record keeping are described * A wide range of benefits of keeping records is thoroughly described in detail with some explanation of how different benefits are derived from different record keeping methods | | |
| / 12  (min. of 6) | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome / Section 2:** Understand how data and information is stored, indexed and retrieved [ 36 Marks] | | | | | | | | | | |
| **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   * Outline the purpose of spreadsheets and databases in the workplace | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | |  | |
| * There is little or nothing recognisable on the purpose for using spreadsheets and databases in the workplace * The purpose of spreadsheets and databases in general is discussed **but** not their application in the workplace * The purpose is outlined of spreadsheets in the workplace **but** not databases or vice versa * With no explanation, the purpose of spreadsheets and databases in the workplace is stated, as opposed to outlined | | * A correct and appropriate purpose of spreadsheets **and** databases in the workplace is outlined | | | * The purposes of spreadsheets anddatabases in the workplace are described, perhaps in some detail * A variety of purposes of spreadsheets anddatabases in the workplace are described in detail along with how and where spreadsheets and databases can be used, outlining the different purpose of each | | |
| / 12  (min. of 6) | Pass or Referral |

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| AC 2.2   * Describe how information relevant to the team is stored and indexed for future retrieval | **Referral [ca.3/12]** | **Pass [6/12]** | | **Good Pass [ca.9/12]** |  | |
| * How information relevant to the team is stored and indexed for future retrieval is/are merely stated, as opposed to described * There is some description of how general information is stored and indexed for future retrieval **but** the information has no recognisable relevance to the team | * How information relevant to the team is stored and indexed (manual and/or electronic, as appropriate) for future retrieval is appropriately described, although the relevance to the team may be implicit and/or the description may be limited | | * Methods are fully described in some detail of storing and indexing information relevant to the team for future retrieval with the relevance to the team made explicitly clear * A variety of techniques for storing and indexing information relevant to the team for future retrieval is thoroughly explained along with a detailed description of the basis for indexing and the retrieval methods to be used |
| / 12  (min. of 6) | Pass or Referral |
| AC 2.3   * Give reasons for regular and secure backup of data | **Referral [ca.3/12]** | **Pass [6/12]** | | **Good Pass [ca.9/12]** |  | |
| * Regular and secure backup of data is discussed in general **but** no reasons are given * Less than two reasons for regular and secure backup of data are given * At least two reasons are given but are incorrect or inappropriate | * At least two correct and appropriate reasons for regular and secure backup of data are given | | * Several correct and appropriate reasons for regular and secure backup of data are provided in some detail * A thorough and detailed explanation is given providing a range of correct and appropriate reasons for regular and secure backup |
| / 12  (min. of 6) | Pass or Referral |
| **Assessment comments** (optional): | | | **Verification comments** (optional): | | | |

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| **Learning Outcome / Section 3:** Understand the importance of ensuring the confidentiality and security of records [40 Marks] | | | | | | | | | | |
| **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 3.1  Outline the main requirements of data storage under the Data Protection Act | **Referral [ca.4/16]** | | **Pass [8/16]** | | **Good Pass [ca.12/16]** | | |  | | |
| * The main requirements of data storage under the Data Protection Act are not outlined * An outline of the main requirements of data storage are given but do not recognisably relate to the Data Protection Act | | * An outline of the main requirements of data storage are given that relates to the Data Protection Act although the link may be more implicit than explicit | | * A detailed and thorough outline of the main requirements of data storage are given that explicitly relates to the Data Protection Act | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 3.2  Describe why a team leader should ensure that information is retained securely and confidentially | **Referral [ca.3/12]** | | **Pass [6/12]** | | **Good Pass [ca.9/12]** | | |  | | |
| * No recognisable reason is given for why a team leader should ensure that information is retained securely and confidentially or, if a reason is given, it is incorrect or inappropriate * Why a team leader should ensure that information is retained securely and confidentially is merely stated, as opposed to described | | * Why a team leader should ensure that information is retained securely and confidentially is described, although the description may be limited **or** the reason(s) more implicit than explicit | | * A detailed explanation is given including several reasons for why a team leader should ensure that information is retained securely and confidentially is described * Methods are outlined for ensuring the security and confidentiality of information | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 3.3  Outline what the team leader could do to ensure confidentiality/ security of manual/electronic records in line with organisational practice | **Referral [ca.3/12]** | | **Pass [6/12]** | | **Good Pass [ca.9/12]** | | |  | | |
| * No recognisable approach to ensuring confidentiality/security of manual/electronic records is given or, if given, is incorrect or inappropriate * A way in which the team leader could ensure confidentiality/ security of manual/electronic records is outlined **but** with no reference to organisational practice * A way in which the team leader could ensure confidentiality/ security of manual/electronic records is merely stated with no description, as opposed to outlined | | * What the team leader could do to ensure confidentiality/ security of manual/electronic records in line with organisational practice is outlined although only one way need be given | | * With alignment with organisation practice made clear and explicit, there is detailed description of what the team leader could do to ensure confidentiality/ security of manual/electronic records, possibly including, but not restricted to: levels of access, backup, virus protection, legal aspects, Data Protection Act * Several detailed methods are thoroughly explained for the team leader to ensure confidentiality/ security in line with organisational practice along with a description of organisation practice in this area | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | **Verification comments** (optional): | | | | | | |
|  | | | | | | **/ 100** | | | **TOTALMARKS** | |
| **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:** | | | |