**MARK SHEET –** **Working within organisational and legal guidelines**

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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 employees legal rights [52 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   * Outline an employee’s statutory rights under UK law | **Referral [ca.13/52]** | | **Pass [26/52]** | | | **Good Pass [ca.39/52]** | | | |  | | |
| * Less than two employee statutory rights under UK law are outlined * Two employee statutory rights under UK law are merely stated, as opposed to outlined * An outline is given of at least two employee statutory rights under UK law **but** they are incorrect or inappropriate | | * An appropriate outline is given of at least two employee statutory rights under UK law | | | * A full range of employee statutory rights under UK law are outlined in detailed | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 1.2   * Outline parts of organisational policy that cover employee rights and responsibilities | * Less than two parts of organisational policy that cover employee rights and responsibilities are outlined * Two parts of organisational policy that cover employee rights and responsibilities are merely stated, as opposed to outlined * An outline is given of parts of organisational policy that cover employee rights and responsibilities **but** they are inappropriate | | * An appropriate outline is given of at least two parts of organisational policy that cover employee rights and responsibilities | | | * Several parts of organisational policy that cover employee rights and responsibilities are outlined in detail | | | |  | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 1.3   * Outline the purpose of a contract of employment. | * The purpose of a contract of employment is outlined **but**  is incorrect, incomplete or inappropriate | | * A correct outline is given of the purpose of a contract of employment although the outline may be limited | | | * The purpose of a contract of employment. Is correctly and appropriately outlined in detail | | | |  | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 1.4   * Explain why a contract of employment is important | * Why a contract of employment is important is merely outlined or described, as opposed to explained * Why a contract of employment is important is explained **but** the explanation is incorrect or minimal | | * Why a contract of employment is important is correctly explained although the explanation may be limited | | | * Why a contract of employment is important is correctly explained in detail * An example may be given to enhance the explanation | | | |  | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 2:** Understand organisational disciplinary and grievance procedure [48 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 team leader’s responsibilities under the organisation’s dismissal and disciplinary policy | **Referral [ca12//48]** | | **Pass [24/48]** | | | **Good Pass [ca.36/48]** | | | |  | | |
| * The team leader’s responsibilities under the organisation’s dismissal and disciplinary policy is outlined **but**  is incorrect, incomplete or inappropriate | | * A correct outline is given of the team leader’s responsibilities under the organisation’s dismissal and disciplinary policy although the outline may be limited | | | The purpose of the team leader’s responsibilities under the organisation’s dismissal and disciplinary policy Is correctly and appropriately outlined in detail | | | |
| /28  (min. of 14) | | Pass or Referral |
| AC 2.2   * Describe the employee grievance process as defined in an organisation’s policy | * The employee grievance process is described but is not recognisably as defined in an organisation’s policy * The employee grievance process as defined in an organisation’s policy is described but is inappropriate or minimal | | * The employee grievance process as defined in an organisation’s policy is described although the description may be limited | | | * The employee grievance process as defined in an organisation’s policy is thoroughly described in detail | | | |  | | |
| / 20  (min. of 10) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
|  | | | | | | | | | **/ 100** | | **TOTALMARKS** | |
| **Assessor’s Decision** | | | | | **Quality Assurance Use** | | | | | | | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | | | | **Date of QA check:** | | |