**MARK SHEET – Understand how to manage contracts and contractors 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 how contracts are managed 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** | |
| AC 1.1  Briefly outline contract management procedures and tools used in own workplace | **Referral [ca. 4/16]** | | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | | |  | |
| * Contract management procedures and/or tools used in own workplace are merely stated as opposed to outlined or, if outlined, are inappropriate or minimal * An outline of contract management procedures and tools is given but is not recognisably related to own organisation * Less than two Contract management procedures and/or tools used in own workplace are outlined | | * An appropriate outline is given of two or more contract management procedures and tools that are used in own workplace, but the relationship to own organisation may be implicit rather than explicit | | * A description is given of several contract management procedures and tools that are explicitly used in own workplace | | |
| / 16  (min. of 8) | Pass or Referral |

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| AC 1.2  Describe a contract that you have assisted in managing and explain how you do this | **Referral [ca. 5/20]** | **Pass [10/20]** | | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** | |
| * The key features of a contract are merely listed as opposed to described * A description is given of the key features of a contract **but** it is incorrect, inappropriate or minimal * How a contract is managed is merely stated as opposed to explained * An explanation is given of how a contract is managed **but** it is incorrect, inappropriate or minimal | * A correct and appropriate description is given of the features of a contractalthough the description may be limited and a few of the key features may be omitted **and** * a correct and appropriate explanation is given of how a contract is managed although the explanation may be limited | | * A thorough and detailed description is given of the all the key features of a contract * An thorough and detailed explanation is given of how a contract is managed |  | |
| / 20  (min. of 10) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 2:** Understand how contractors can be managed 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** | |
| AC 2.1  Explain how to communicate all relevant information to contractor(s) in the workplace | **Referral [ca. 4/16]** | **Pass [8/16]** | | **Good Pass [ca. 12/16]** |  | |
| * How all relevant information is communicated to contractor(s) in the workplace Is merely stated as opposed to explained * An explanation is given of how all relevant information is communicated to contractor(s) in the workplace, **but** the explanation is incorrect, inappropriate or minimal | * A correct and appropriate explanation is given of how all relevant information is communicated to contractor(s) in the workplace although the explanation may be limited | | * A thorough and detailed explanation is given of how all relevant information is communicated to contractor(s) in the workplace |
| / 16  (min. of 8) | Pass or Referral |

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| AC 2.2  Give an example of a contractor that you manage and explain what information the contractor will require to perform their function safely | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * No example of a contractor that is managed is given * An explanation of what information the contractor will require to perform their function safely is given **but** the explanation is incorrect, inappropriate or minimal * The information required by the contractor to perform their function safely is merely stated as opposed to explained | * An example is given of a contractor that is managed * A correct and appropriate explanation is given of what information the contractor will require to perform their function safely, although the explanation may be limited | * An example of a contractor that is managed is given * A thorough and detailed explanation is given of what information the contractor will require to perform their function safely |  | |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.3  Using the example provided explain a control tool that you could use to monitor the contractors work | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * A control tool that could be used to monitor the contractors work is merely stated or described**,** as opposed to explained**,** or is not related to the example provided in AC 2.2 * Using the example in AC 2.2, a control tool that could be used to monitor the contractors work is explained **but** the explanation is incorrect, inappropriate or minimal | * Using the example in AC 2.2, a correct and appropriate explanation is given of a control tool that could be used to monitor the contractors work although the explanation may be limited | * A thorough and detailed step-by-step explanation is given using the example in AC 2.2 of a control tool that could be used to monitor the contractors work |  | |
| / 16  (min. of 8) | Pass or Referral |

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| AC 2.4  Using the example provided explain how you could stop a contractor working if the work were unsafe, unauthorised or causing business disruption | **Referral [ca. 4/16]** | | **Pass [8/16]** | | | **Good Pass [ca. 12/16]** | | **Assessor feedback on AC** | |
| * How a contractor could be stopped working if the work were unsafe, unauthorised or causing business disruption is merely stated as opposed to explained or is not related to the example provided in AC 2.2 * An explanation is given using the example in AC 2.2 of how a contractor could be stopped working if the work were unsafe, unauthorised or causing business disruption **but** the explanation is incorrect, inappropriate or minimal | | * A correct and appropriate explanation is given using the example in AC 2.2 of how a contractor could be stopped working if the work were unsafe, unauthorised or causing business disruption although the explanation may be limited | | | * A thorough and detailed explanation is given using the example in AC 2.2 of how a contractor could be stopped working if the work were unsafe, unauthorised or causing business disruption | |  | |
| / 16  (min. of 8) | 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:** | |