**MARK SHEET – Understanding the induction of new staff 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 induction process | | | | | | | | | | | |
| **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  Explain the importance of effective induction | **Referral [ca. 5/20]** | | **Pass [10/20]** | | | **Good Pass [ca. 15/20]** | | | |  | |
| * The importance of effective induction is merely stated as opposed to explained * Induction in general is explained **but** it is incorrect, inappropriate or minimal and/or its importance is not explained | | * An explanation is given of the importance of effective induction although the explanation may be limited and the reasons for its importance may be more implicit than explicit | | | * The importance of effective induction is fully explained in detail along with an outline of the possible consequences of ineffective induction | | | |
| / 20  (min. of 10) | Pass or Referral |
| AC 1.2  Describe the phases of induction in an organisation | **Referral [ca. 5/20]** | | **Pass [10/20]** | | | **Good Pass [ca. 15/20]** | | | | **Assessor feedback on AC** | |
| * The phases of induction are merely stated or listed as opposed to described or, if described, they are incorrect, inappropriate or minimal * Induction in general is discussed but its phases are not described | | * The phases of induction (e.g. organisational, local team, facilities, spread over time) in an organisation are described although the description may be limited and some of the phases may not be clear | | | * The phases of induction in an organisation are thoroughly described in detail with each phase made fully clear | | | |  | |
| / 20  (min. of 10) | Pass or Referral |
| AC 1.3  Describe which legal aspects should be included in an organisation’s induction process | **Referral [ca. 5/20]** | | **Pass [10/20]** | | | **Good Pass [ca. 15/20]** | | | | **Assessor feedback on AC** | |
| * The legal aspects that should be included in an organisation’s induction process are merely listed as opposed to described * A description is given of legal aspects for inclusion in induction but it is incorrect, inappropriate or minimal | | * A description is given of those legal aspects (e.g. health and safety, union membership, grievance and discipline procedures, etc) that should be included in an organisation’s induction process | | | * The legal aspects that should be included in an organisation’s induction process are thoroughly described in detail perhaps with an outline of how the legal aspects would be communicated | | | |  | |
| / 20  (min. of 10) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome / Section 2**: Understand the effectiveness of an induction process | | | | | | | | | | | |
| **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 a method that could be used to record an individual’s progress during induction | **Referral [ca. 5/20]** | | **Pass [10/20]** | | | **Good Pass [ca. 15/20]** | | | |  | |
| * How to record an individual’s progress is explained but it is incorrect, inappropriate or minimal and/or it does not relate to induction * A way of recording an individual’s progress is merely stated as opposed to explained | | * A method that could be used to record an individual’s progress during induction is explained although the explanation may be limited | | | * A method that could be used to record an individual’s progress during induction is thoroughly explained in detail, perhaps with an outline of how progress would be monitored and quantified | | | |
| / 20  (min. of 10) | Pass or Referral |
| AC 2.2  Explain how an induction process could be evaluated | **Referral [ca. 5/20]** | | **Pass [10/20]** | | | **Good Pass [ca. 15/20]** | | | | **Assessor feedback on AC** | |
| * Evaluation of an induction process is merely described as opposed to explained * An explanation is given of how an induction process could be evaluated but it is incorrect, inappropriate or minimal | | * Evaluation of an induction process (e.g. inductee and new line manager feedback, exit interviews, etc ) is explained although the explanation may be limited and briefly cover only one method | | | * A thorough and detailed explanation is given of several methods that could be used to evaluate an induction process perhaps with an outline of the success factors used | | | |  | |
| / 20  (min. of 10) | 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:** | |