**MARK SHEET – Understanding Governance of Organisations**

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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 role and responsibilities of governance within an organisation. | | | | | | | | | | | |
| **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   * Describe governance as it applies to an organisation that you are familiar with | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * Governance is not described, or the description is incorrect, inappropriate or deficient, or governance is described in generic terms with no account of the principal features of governance that apply to an organisation you are familiar with | | * A limited but a sufficient, appropriate and correct description of the principal features of governance that apply to an organisation you are familiar with is provided, although why governance is relevant to the organisation is imprecise | | | * A comprehensive, appropriate and correct description of the principal features of governance that apply to an organisation you are familiar with is provided that makes it clear why governance is relevant to the organisation | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.2   * Describe the range of trustees’ responsibilities within the governing body of an organisation | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * The range of trustees’ responsibilities within the governing body of an organisation are not described, or the description of trustee’s responsibilities is incorrect, inappropriate or deficient, or the range of trustees’ responsibilities is incorrect, inappropriate or deficient, or trustees’ responsibilities are merely listed with no description provided of their principal features | | * The principal features of a narrow but sufficient range of trustees’ responsibilities within the governing body of an organisation are correctly and appropriately described, although the relationship and/or distinction between the trustees and the governing body is imprecise | | | * The principal features of the full range of trustees’ responsibilities within the governing body of an organisation are correctly and appropriately described with a clear distinction made between the trustees and the governing body | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.3   * Explain the organisation’s committee / sub-committee structure for delegating identified roles and responsibilities relating to governance | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * The organisation’s committee / sub-committee structure for delegating identified roles and responsibilities relating to governance is not explained, or the explanation is incorrect, inappropriate or deficient, or the organisation’s committee / sub-committee structure is merely described with no explanation of how it works to delegate identified roles and responsibilities relating to governance | | * A limited but sufficient and correct account is provided to explain how the organisation’s committee / sub-committee structure works to delegate identified roles and responsibilities relating to governance, although the processes and procedures for delegation are imprecise | | | * A full account is provided, with clear processes and procedures, to explain how the organisation’s committee / sub-committee structure works to delegate identified roles and responsibilities relating to governance | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 1.4   * Compare the main responsibilities of the governing body with those of the organisation’s management team | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * The main responsibilities of the governing body are not compared with those of the organisation’s management team, or the comparison is incorrect, inappropriate or deficient, or the main responsibilities of the governing body and the organisation’s management team are merely listed or described with no comparison to determine resemblances and differences in responsibilities | | * A limited but a sufficient and appropriate comparison of the main responsibilities of the governing body with the main responsibilities of the organisation’s management team determines a narrow but sufficient range of resemblances and differences in responsibilities | | | * A detailed comparison of the main responsibilities of the governing body with the main responsibilities of the organisation’s management team determines the full range of resemblances and differences in responsibilities | | | |
| / 8  (min. of 4) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome / Section 2:** Understand the legal and financial undertakings of a governing body | | | | | | | | | | | |
| **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   * Evaluate the procedures in place that ensure compliance with legal and regulatory requirements of governance | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | |  | |
| * The procedures in place that ensure compliance with legal and regulatory requirements of governance are not evaluated, or the evaluation is incorrect, inappropriate or deficient, or the procedures are merely listed or described with no evaluation of how the procedures work in order to provide a solution or conclusion and/or recommendations | | * A limited but sufficient and appropriate evaluation of how the procedures work that are in place to ensure compliance with legal and regulatory requirements of governance provides a limited solution or conclusion and/or recommendations, although the evidence base for the evaluation is limited | | | * A comprehensive and appropriate evaluation of how the procedures work that are in place to ensure compliance with legal and regulatory requirements of governance uses a wide and objective evidence base to provide a detailed solution or conclusion and/or recommendations | | | |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.2   * Evaluate the effectiveness of organisation’s procedures for reviewing its plans and budgets with the governing body | **Referral [ca.*4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [ca. 12/16]** | | | |  | |
| * The effectiveness of organisation’s procedures for reviewing its plans and budgets with the governing body is not evaluated, or the evaluation is incorrect, inappropriate or deficient, or the procedures for reviewing its plans and budgets with the governing body are merely listed or described with no evaluation of how effective the procedures are in order to provide a solution or conclusion and/or recommendations | | * A limited but sufficient and appropriate evaluation of the effectiveness of the organisation’s procedures for reviewing its plans and budgets with the governing body provides a solution or conclusion and/or recommendations, although the evidence base for ‘effectiveness’ for the evaluation is limited | | | * A comprehensive and appropriate evaluation of the effectiveness of the organisation’s procedures for reviewing its plans and budgets with the governing body uses a wide and objective evidence base to provide a solution or conclusion and/or recommendations | | | |
| / 16  (min. of 8) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | |
| **Learning Outcome / Section 3:** Understand how to influence the effectiveness of the governing body | | | | | | | | | | | |
| **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   * Explain the process for identifying and recruiting members to the governing body | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * The process for identifying and recruiting members to the governing body is not explained, or the explanation is inappropriate or deficient, or the process is merely described with no explanation of how it works to identify and recruit members to the governing body | | * A limited but sufficient and correct account is provided to explain how the process for identifying and recruiting members to the governing body works, although compliance with statutory and regulatory requirements is imprecise | | | * A comprehensive and correct account is provided to explain how the process for identifying and recruiting members to the governing body works and compliance with statutory and regulatory requirements is precise | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 3.2   * Describe the procedures for monitoring induction, training and on-going development for newly appointed members to the governing body | **Referral [ca.*2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [ca. 6/8]** | | | |  | |
| * The procedures for monitoring induction, training and on-going development for newly appointed members to the governing body are not described, or the descriptions are inappropriate or deficient, or procedures for monitoring induction ***or*** training ***or*** on-going development are described but not all three * The procedures for monitoring induction, training and on-going development for newly appointed members to the governing body are merely stated or listed with no description of their principal features | | * A limited but a sufficient, appropriate and correct description of the principal features of the procedures for monitoring induction, training and on-going development for newly appointed members to the governing body is provided, although compliance with statutory and regulatory requirements is imprecise | | | * A comprehensive, appropriate and correct description of the principal features of the procedures for monitoring induction, training and on-going development for newly appointed members to the governing body is provided and compliance with statutory and regulatory requirements is precise | | | |
| / 8  (min. of 4) | Pass or Referral |
| AC 3.3   * Critically evaluate how feedback from the organisation’s staff, customers, and other stakeholders impacts on the actions of the governing body | **Referral [ca.*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [ca. 15/20]** | | | |  | |
| * How feedback from the organisation’s staff, customers, and other stakeholders impacts on the actions of the governing body is not critically evaluated, or the critical evaluation is inappropriate or deficient, or feedback from the organisation’s staff ***or*** customers ***or*** other stakeholders is critically evaluated but not all three * How feedback from the organisation’s staff, customers, and other stakeholders impacts on the actions of the governing body is merely described or explained with no critical evaluation to provide a solution or conclusion and/or recommendations as to what needs to be done to make the process work better | | * A sufficient and appropriate critical evaluation of how feedback from the organisation’s staff, customers, and other stakeholders impacts on the actions of the governing body provides a limited solution or conclusion and/or recommendations, although what needs to be done to make the process work better is imprecise and/or the evidence base for the critical evaluation is limited but sufficient | | | * A comprehensive critical evaluation of how feedback from the organisation’s staff, customers, and other stakeholders impacts on the actions of the governing body uses a wide and objective evidence base to provide a detailed solution or conclusion and/or recommendations and a precise account of what needs to be done to make the process work better | | | |
| / 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:** | |