**MARK SHEET – Understanding security measures 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 security measures in the workplace and associated legislation | | | | | | | | | |
| **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  Identify and explain security measures in the workplace | **Referral [ca. 4/16]** | | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | | |  | |
| * Security measures in the workplace are not identified * Security measures in the workplace are merely listed as opposed to explained * An explanation is given of security measures **but** the explanation is incorrect, inappropriate or minimal and/or isnot set in the context of the workplace | | * At least two security measures in the workplace are identified **and** * a correct and appropriate explanation is given of security measures in the workplace although the explanation may be limited and the link to the workplace may be more implicit than explicit | | * Several security measures in the workplace are identified * A thorough and detailed explanation is given of security measures explicitly set within the workplace | | |
| / 16  (min. of 8) | Pass or Referral |

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| AC 1.2  Describe relevant legislation affecting security measures in the workplace | **Referral [ca. 4/16]** | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * Relevant legislation affecting security measures in the workplace are merely stated as opposed to described * A description is given of relevant legislation affecting security measures **but** is incorrect, inappropriate or minimal and/or isnot set in the context of the workplace | * Relevant appropriate legislation affecting security measures in the workplace is correctly described although the description may be limited and the link to the workplace may be more implicit than explicit | | * A thorough and detailed description is given of relevant legislation affecting security measures in the workplace explicitly set within the workplace |  | |
| / 16  (min. of 8) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 2:** Understand whether the prescribed security measures are effective in the 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** | |
| AC 2.1  Examine the effectiveness of prescribed security measures in the workplace | **Referral [ca. 6/24]** | **Pass [12/24]** | | **Good Pass [ca. 18/24]** |  | |
| * The effectiveness of prescribed security measures in the workplace is merely described or explained as opposed to examined * An examination is made of the effectiveness of prescribed security measures in the workplace **but** is incorrect, inappropriate or minimal and/or isnot set in the context of the workplace * The effectiveness of only one prescribed security measure in the workplace is examined | * A correct and appropriate examination is made of the positive and negative features of the effectiveness of two or more prescribed security measures in the workplace although the examination may be limited and the link to the workplace may be more implicit than explicit | | * A detailed and thorough examination is made of the positive and negative features of the effectiveness of a range of prescribed security measures explicitly set in the context of the workplace |
| / 24  (min. of 12) | Pass or Referral |

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| AC 2.2  Identify potential gaps between the intentions of prescribed security measures and what happens in practice | **Referral [ca. 6/24]** | **Pass [12/24]** | | **Good Pass [ca. 18/24]** | **Assessor feedback on AC** | |
| * Potential gaps between the intentions of prescribed security measures and what happens in practice are not identified or, if identified, are inappropriate or minimal * Only one potential gap between the intentions of prescribed security measures and what happens in practice is identified | * Two or more potential gaps between the intentions of prescribed security measures and what happens in practice are appropriately identified | | * Several potential gaps between the intentions of prescribed security measures and what happens in practice are identified in detail |  | |
| / 24  (min. of 12) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 3:** Know how to identify improvements to existing security measures | | | | | | |
| **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 3.1  State appropriate improvements to security measures based on the most important potential weaknesses identified | **Referral [ca. 5/20]** | **Pass [10/20]** | | **Good Pass [ca. 15/20]** |  | |
| * Appropriate improvements to security measures are not stated * Improvements to security measures are stated **but** are not based on the most important potential weaknesses identified in AC 2.2 or are inappropriate or minimal * Only one improvement to security measures is stated | * Two or more appropriate improvements to security measures are stated**,** based on the most important potential weaknesses identified in AC 2.2 | | * Several detailed improvements to security measures are stated clearly and explicitly based on the most important potential weaknesses identified in AC 2.2 |
| / 20  (min. of 10) | Pass or Referral |

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| **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:** |