**MARK SHEET –Understanding work in contemporary society**

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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 nature and purpose of own 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 1.1Assess the nature and purpose of own organisation | **Referral [*5/20*]** | **Pass [*10/20*]** | **Good Pass [*15/20*]** |  |
| * The nature and purpose of own organisation has not been assessed, or the assessment is incorrect or inappropriate, or the nature and purpose of own organisation has merely been listed or described with no assessment to make a judgement based on relevant criteria
 | * The nature and purpose of own organisation has been correctly and appropriately assessed to make a judgement based on relevant criteria, although the criteria are limited or subjective
 | * The nature and purpose of own organisation has been correctly and appropriately assessed to make a judgement based on a wide range of objective relevant criteria
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| / 20(min. of 10) | Pass or Referral |
| AC 1.2Assess the strengths and weaknesses of organisational type and structure in enabling it to achieve its goals  | **Referral [7/28]** | **Pass [14/28]** | **Good Pass [21/28]** |  |
| * The strengths and weaknesses of organisational type and structure in enabling it to achieve its goals has not been assessed, or the assessment is incorrect or inappropriate, or the strengths and weaknesses have merely been listed or described with no assessment to make a judgement based on relevant criteria
 | * The strengths and weaknesses of organisational type and structure in enabling it to achieve its goals has been correctly and appropriately assessed to make a judgement based on relevant criteria, although the criteria are limited or subjective
 | * The strengths and weaknesses of organisational type and structure in enabling it to achieve its goals has been correctly and appropriately assessed to make a judgement based on a wide range of objective relevant criteria
 |
| / 28(min. of 14) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Understand the potential impact of the external environment on 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** *[comments not necessary in every box]* |
| AC 2.1Evaluate changes in the external environment that may have an effect on the way the organisation operates  | **Referral [7/28]** | **Pass [14/28]** | **Good Pass [21/28]** |  |
| * Changes in the external environment that may have an effect on the way the organisation operates have not been evaluated to provide a conclusion or recommendations, or changes have been merely listed or described, or are incorrect or inappropriate
 | * Changes in the external environment that may have an effect on the way the organisation operates have been correctly and appropriately evaluated to provide a conclusion or recommendations, although the evidence base for the evaluation is limited or subjective
 | * Changes in the external environment that may have an effect on the way the organisation operates have been correctly and appropriately evaluated using a wide and objective evidence base to provide a conclusion or recommendations
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| / 28(min. of 14) | Pass or Referral |
| AC 2.2Make recommendations for changes that may be required to respond to these external factors  | **Referral [6/24]** | **Pass [12/24]** | **Good Pass [18/24]** |  |
| * Recommendations for changes that may be required to respond to these external factors have not been made, or are incorrect or inappropriate, or are not based on an evaluation of external factors
 | * Recommendations for changes that may be required to respond to these external factors are correct and appropriate, although further development is required for full implementation
 | * Recommendations for changes that may be required to respond to these external factors are correct and appropriate and require no further development for full implementation
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| / 24(min. of 12) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
|  | **/ 100** | **TOTAL MARKS** |

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| **Assessor’s Decision** | **Quality Assurance Use** |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of Assessor:****Date of QA Check:** | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of QA:****Date of QA check:** |