

Unit 1: Professional Working Responsibilities – mark grid

General marking guidance

- All learners must receive the same treatment. Examiners must mark the first learner in exactly the same way as they mark the last.
- Mark grids should be applied positively. Learners must be rewarded for what they have shown they can do, rather than be penalised for omissions.
- Examiners should mark according to the mark grid, not according to their perception of where the grade boundaries may lie.
- All marks on the mark grid should be used appropriately.
- All the marks on the mark grid are designed to be awarded. Examiners should always award full marks if deserved. Examiners should be prepared to award zero marks if the learner's response is not worthy of credit according to the mark grid.
- Where judgement is required, mark grid will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark grid to a learner's response, a senior examiner should be consulted.

Specific marking guidance

The marking grids have been designed to assess learner work holistically.

Rows within the grids identify the assessment focus/outcome being targeted. When using a levels-based mark grid, the 'best fit' approach should be used.

- Examiners should first make a holistic judgement on which band most closely matches the learner response and place it within that band. Learners will be placed in the band that best describes their answer.
- The mark awarded within the band will be decided based on the quality of the answer in response to the assessment focus/outcome and will be modified according to how securely all bullet points are displayed at that band.
- Marks will be awarded towards the top or bottom of that band depending on how they have evidenced each of the descriptor bullet points.

Activity 1

Assessment focus	Band 0	Band 1	Band 2	Band 3	Band 4
	0	1–5	6–10	11–15	16–20
Evaluation of Risk Assessment	No rewardable material.	Limited identification of the hazards present in the given context. Limited interpretation of the risks posed by the identified hazards. Limited understanding of the effectiveness of current control measures. Limited assertion, without support, of suitability of current risk assessment.	Some identification of the hazards present in the given context. Some interpretation of the risks posed by the identified hazards. Some understanding of the effectiveness of current control measures. Some conclusions, with limited support, of suitability of current risk assessment.	Detailed identification of the hazards present in the given context. Detailed interpretation of the risks posed by the identified hazards. Detailed understanding of the effectiveness of current control measures. Detailed supported conclusions of suitability of current risk assessment.	Comprehensive identification of the hazards present in the given context. Comprehensive interpretation of the risks posed by the identified hazards. Comprehensive understanding of the effectiveness of current control measures. Comprehensive supported conclusions of suitability of current risk assessment.

Activity 2

Assessment focus	Band 0	Band 1	Band 2	Band 3	Band 4
	0	1–2	3–4	5–6	7–8
Additions to Risk Assessment	No rewardable material.	Limited identification of the additional hazards and/or risks present in the given context. Suggestions for additional control measures may be unrealistic or insufficient.	Some identification of the additional hazards and/or risks present in the given context. Suggestions for additional control measures are appropriate and realistic.	Detailed identification of the additional hazards and/or risks present in the given context. Suggestions for additional control measures are viable.	Comprehensive identification of the additional hazards and/or risks present in the given context. Suggestions for additional control measures are comprehensive.

Activity 3

Assessment focus	Band 0	Band 1	Band 2	Band 3	Band 4
	0	1–3	4–6	7–9	10–12
Implementation of waste management plan	No rewardable material.	Limited reference to legal responsibilities in implementation of waste management policy. Limited reference to waste hierarchy system. Limited reference to the potential impact of failing to manage waste correctly.	Some reference to legal responsibilities in implementation of waste management policy. Some reference to waste hierarchy system. Some reference to the potential impact of failing to manage waste correctly.	Detailed reference to legal responsibilities in implementation of waste management policy. Detailed reference to waste hierarchy system. Detailed reference to the potential impact of failing to manage waste correctly.	Comprehensive reference to legal responsibilities in implementation of waste management policy. Comprehensive reference to waste hierarchy system. Comprehensive reference to the potential impact of failing to manage waste correctly.

Activity 4

Assessment focus	Band 0	Band 1	Band 2	Band 3	Band 4
	0	1–5	6–10	11–15	16–20
Health and Safety audit.	No rewardable material.	Limited attempt is made to identify good and/or poor practice in Health and Safety planning. Limited understanding of the link between working practices and health and safety. Limited identification of errors and omissions in documentation. Limited realistic, suggestions for improvements to Health and Safety.	Some attempt is made to identify good and/or poor practice in Health and Safety planning. Some understanding of the link between working practices and health and safety. Some identification of errors and omissions in documentation. Some realistic, suggestions for improvements to Health and Safety.	Detailed attempt is made to identify good and/or poor practice in Health and Safety planning. Detailed understanding of the link between working practices and health and safety. Detailed identification of errors and omissions in documentation. Detailed realistic, suggestions for improvements to Health and Safety.	Comprehensive attempt is made to identify good and/or poor practice in Health and Safety planning. Comprehensive understanding of the link between working practices and health and safety. Comprehensive identification of errors and omissions in documentation. Comprehensive realistic, suggestions for improvements to Health and Safety.