

QUALIFICATION SPECIFICATIONS

ILM LEVEL 5 AWARD IN SOCIAL IMPACT ASSESSMENT



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ILM LEVEL 5 AWARD IN SOCIAL IMPACT ASSESSMENT (QCF)

[Award Qualification No. – 500/3562/9]

Note: This qualification specification should always be read in conjunction with the “Supporting Notes for ILM VRQs” document which is downloadable from ILM website or it can be accessed via your Quality Manager/External Verifier or from the ILM Customer Services Team by emailing at customer@i-l-m.com

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QUALIFICATION OVERVIEW:

ILM Level 5 Award in Social Impact Assessment		
Purpose of the qualification	Aims to develop the skills, knowledge and understanding needed by managers, directors, trustees and those who provide professional advice to implement social impact assessment procedures.	
Progression routes	ILM Level 5 Award, Certificate or Diploma in Social Enterprise Support ILM Level 5 Award, Certificate or Diploma in Management ILM Level 5 Award or Certificate in Leadership	
Credit Value	6	
Induction	1 hour	
Tutorial Support	At least 2 hours	
Guided Learning Hours (this includes time for induction, tutorial support and the unit's guided learning hours)	24 hours	
To be completed within	3 years	
Structure	Mandatory Units	Credit Value
	E5.06 Assessing Social Impact of Social Enterprise	6 credits

OCCUPATIONAL COMPETENCY REQUIREMENTS FOR THE 5 AWARD IN SOCIAL IMPACT ASSESSMENT

To approve centres to deliver the Level 5 Award in Social Impact Assessment, ILM will consider a centre's ability to meet various standards, not least having staff with sufficient competence. It is the centres responsibility to ensure that they have competent and suitably qualified staff involved in delivering, quality assuring and/or assessing qualifications.

The table below shows the occupational competence requirements of tutors, internal quality assurers and/or assessors. Given that occupational competence requirements will vary greatly between lower and higher level qualifications, this table will highlight if there is an additional requirement of any qualification specific occupational competency.

Tutors Occupational Competence Requirements	Evidence Indicators
A thorough knowledge and understanding of the qualification(s).	<ul style="list-style-type: none"> • Have a relevant qualification in the subject area that must be at equal or higher level or have an equivalent qualification. • Show evidence of information or documents prepared for learners such as a learner journey plan (SoW), lesson plan, learner guidance notes, tutorial support plan etc. for the ILM qualification. • Show evidence of participation in Continuing Professional Development (CPD) in relation to the relevant field and qualification requirements.
Relevant and credible experience in the field of the relevant qualification.	<ul style="list-style-type: none"> • Individuals involved in delivering, assessing and quality assuring the L5 Award in Social Impact Assessment should have recent, practical experience of management within a social enterprise, or of advising social enterprises.
A qualification in support of teaching/training	<ul style="list-style-type: none"> • Ideally hold a valid and recognised teaching/training qualification.

Internal Quality Assurers and/or Centre Assessors Occupational Competence Requirements	Evidence Indicators
A thorough knowledge and understanding of the relevant qualification(s).	<ul style="list-style-type: none"> • Have a relevant qualification in the subject area that must be at equal or higher level or have an equivalent qualification. • Show evidence of carrying out CPD in order to familiarise themselves with current standards for assessment/verification in the subject area of this qualification.
Relevant and credible experience in the field of the relevant qualification.	<ul style="list-style-type: none"> • Individuals involved in assessing and quality assuring the L5 Award in Social Impact Assessment should have recent, practical experience of management within a social enterprise, or of advising social enterprises.
A qualification in support of assessment and/or internal quality assurance.	<ul style="list-style-type: none"> • Ideally hold an assessment qualification (e.g. TAQA or equivalent)
Experience and a working knowledge of the operational and assessment processes for the relevant qualification.	<ul style="list-style-type: none"> • Demonstrate an understanding of the organisation's management centric policies, procedures and practices. • Demonstrate knowledge and understanding of ILM's quality assurance policy, procedures and requirements.

ASSESSMENT GUIDANCE FOR THE 5 AWARD IN SOCIAL IMPACT ASSESSMENT

A brief introduction on ILM's Assessment Strategy can be found in *Supporting notes for ILM VRQs*. For detailed information, centres are encouraged to refer to the various assessment guides that are available from the ILM Customer Services Team at customer@i-l-m.com or refer to the Centre Manual (www.i-l-m.com/centres.aspx). This segment gives you specific guidance around assessments for the Level 5 Award in Social Impact Assessment.

Appendix B in this document outlines the mandatory assessment and mark sheet for the unit in this qualification. Centres should use the prescribed assessments. However some flexibility is permitted. In exceptional circumstances and to meet a specific need a centre may deviate from the prescribed assessment subject to prior written approval from ILM. Equal opportunities issues are relevant to all units of study and these aspects should be explicitly addressed in the delivery and assessment of this programme. The table below gives a brief overview of the units and assessment(s):

Unit	Assessments
E5.06 Assessing Social Impact of Social Enterprise	Case Study Assignment

Learners are likely to come from a variety of backgrounds, in that they will have had different training and work experiences, differing ambitions and opportunities, centres therefore can encourage learners to select topics for assessment in their own organisation and/or area of work, (or within another organisation if they are currently unemployed or self-employed). They should ensure learners are able to present their work as simple and clearly as possible. An approximate word count is given for each assessment. This should only be seen as a guide to help achieve a balanced piece of work.

Centres must ensure that learners adequately complete all sections of the assessment. To ensure all learning outcomes are assessed, section passes have been provided in the assessments. To assist this practice, ILM normally applies a pass mark of 50% in each section as reflecting a minimum pass. Centres must note that compensation between learning outcomes is not allowed in any QCF unit.

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APPENDIX - A

UNIT SPECIFICATIONS FOR THE AWARD IN SOCIAL IMPACT ASSESSMENT

Title:	Assessing social impact of a social enterprise (E5.06)	
Level:	5	
Credit value:	6	
Learning outcomes (the learner will)	Assessment criteria (the learner can)	
1 Understand how different factors contribute to the social impact of a social enterprise	1.1	Recognise the definition of the term social enterprise when used by the government and other agencies that promote social enterprise
	1.2	Recognise and differentiate between the terms social accounting, social audit and social impact measurement
	1.3	Explain how internal and external factors, including the interests of stakeholder groups, determine a social enterprise's objectives
	1.4	Clearly state the objectives of a social enterprise and explain how working towards these determines its social impact
2 Know how to monitor the achievement of the social objectives of a social enterprise	2.1	Explain how a social enterprise creates social benefit through its operations
	2.2	Identify key performance indicators to monitor operational effectiveness in achieving objectives and having the desired social impact
	2.3	Identify the standards and benchmarks most relevant to the impact a social enterprise seeks to generate against which to monitor its performance
3 Ascertain the social impact of a social enterprise	3.1	Set up and employ a data collection system to monitor performance against key performance indicators
	3.2	Use performance data obtained through the use of key performance indicators to compare the/a social enterprise's impact against relevant standards and benchmarks
	3.3	Use evidence generated through the comparison of performance against standards and benchmarks to report on the social impact of a social enterprise
Additional information about the unit		
Unit purpose and aim(s)	To develop an understanding of social impact assessment in managers, directors, advisors and trustees of social enterprises and support groups in implementing social impact assessment procedures.	

Unit review date	31/12/2014
Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate)	Links to SFEDI 2007 NOS: Based on Unit BD.11
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	
Support for the unit from a sector skills council or other appropriate body (if required)	SFEDI
Location of the unit within the subject/sector classification system	Business Management
Name of the organisation submitting the unit	Institute of Leadership & Management
Availability for use	Restricted to ILM
Units available from	01/01/2010
Unit guided learning hours	24
Additional Guidance about the Unit	
Indicative Content:	
1	<ul style="list-style-type: none"> • Overview of the concept of social enterprise • Overview of the concept of social impact measurement. Distinction between different disciplines for monitoring social performance of social enterprises and other not-for-profit organisations • Setting of terminology relating to social impact measurement • Discussion on how a social enterprise's mission relates to and determines its objectives • Techniques for identifying various factors, including stakeholder values, that may affect a social enterprise's ability to work towards its social mission and objectives • Identification of the activities, projects or organisational procedures most relevant to how a social enterprise makes social contributions for monitoring purposes
2	<ul style="list-style-type: none"> • Discussion on the impacts created and shared by all socially enterprising organisations • Introduction to Key Performance Indicators (KPIs) • Definitions of typical KPIs and associated metrics • Techniques for creating appropriate and measurable KPIs • Identification of KPIs relevant to all ethically motivated businesses • How to adopt a tracking and review mechanism for targeted indicators
3	<ul style="list-style-type: none"> • Relation of KPI data collected to relevant standards and subsequent comparisons • Benchmarking (comparisons between peer groups, industries and sectors. Direct comparisons to fellow participants)

	<ul style="list-style-type: none">• Embedding management process• Reporting social criteria (key interest groups and main messages)
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A P P E N D I X - B

ASSESSMENT FOR THE AWARD IN SOCIAL IMPACT ASSESSMENT

CASE STUDY ASSIGNMENT: E5.06

Centre Number:	Centre Name:
Learner Registration No:	Learner Name:
TASK <p>Write a case study of your chosen social enterprise organisation highlighting why, how and where it has social impact. You must have access to a social enterprise at the strategic management level.</p> <p>For the purposes of this assignment your chosen organisation may be an emerging social enterprise which is an existing charitable or voluntary organisation in the process of converting into being a social enterprise, or looking to develop their trading income.</p> <p>Check your assignment carefully prior to submission using the assessment criteria.</p>	
<i>Please use the headings shown below when writing up your Assignment</i>	Assessment Criteria
Drivers of social impact <p>Briefly describe your organisation, its origins and what makes it a social enterprise. In doing this you should:</p> <ul style="list-style-type: none"> • examine your social enterprise's purpose and clearly state its social mission and objectives • explain how stakeholder needs and various other factors may define, contribute to or support its social objectives <p><i>(min 7 marks required from 14 available)</i></p>	<ul style="list-style-type: none"> • Recognised the definition of the term social enterprise when used by the government and other agencies that promote social enterprise • Stated the objectives of a social enterprise and explained how working towards these determines the social impact • Explained how internal and external factors, including the interests of stakeholder groups, determines a social enterprise's objectives
Mechanisms of social impact <ul style="list-style-type: none"> • Explain how the organisation's operations reflect these objectives and enable it to have a social impact • Describe how this social impact might be assessed, differentiating between social accounting, social audit and social impact assessment <p><i>(min 13 marks required from 26 available)</i></p>	<ul style="list-style-type: none"> • Explained how a social enterprise creates social benefit through its operations • Recognised and differentiated between the terms social accounting, social audit and social impact measurement
Monitoring the achievement of social objectives <ul style="list-style-type: none"> • Chose one operational aspect (product, service, project or internal process) of your social enterprise and explain how this has social impact. • Identify relevant key performance indicators which can be used to monitor your chosen operation • Set up and employ a data collection system to monitor performance against your key performance indicators <p><i>(min 15 marks required from 30 available)</i></p>	<ul style="list-style-type: none"> • Identified key performance indicators used to monitor operational effectiveness in achieving objectives and having the desired social impact • Set up and employed a data collection system to monitor performance against the key performance indicators.

<p>Determining the impacts created</p> <ul style="list-style-type: none"> • Present data, collected using pre-determined indicators, that best represents the social contributions made by your social enterprise, and compare it to a national standard or shared target relevant to that contribution. • Describe how this can be used as evidence of your organisation’s ability to have positive social impact and be used in communications with various interested parties <p><i>(min 15 marks required from 30 available)</i></p>	<ul style="list-style-type: none"> • Identified the standards and benchmarks most relevant to the impact a social enterprise seeks to generate, against which to monitor its impact • Used performance data obtained through the use of key performance indicators to compare the social enterprise’s impact against relevant standards and benchmarks • Used evidence generated through the comparison of performance against standards and benchmarks to report on the social impact of the social enterprise
<p>By submitting I confirm that this assessment is my own work</p>	

CASE STUDY ASSIGNMENT: E5.06

Centre Number:		Centre Name:		
Learner Registration No:		1. Learner named below 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: <input type="checkbox"/>		
Criteria	Strengths	Areas for Improvement	Assr mark	QA mark
Drivers of social impact <ul style="list-style-type: none"> Recognised the definition of the term social enterprise when used by the government and other agencies that promote social enterprise Stated the objectives of a social enterprise and explained how working towards these determines the social impact Explained how internal and external factors, including the interests of stakeholder groups, determines a social enterprise's objectives 			/14 marks (min 7)	
Mechanisms of social impact <ul style="list-style-type: none"> Explained how a social enterprise creates social benefit through its operations Recognised and differentiated between the terms social accounting, social audit and social impact measurement 			/26 marks (min 13)	
Monitoring the achievement of social objectives <ul style="list-style-type: none"> Identified key performance indicators used to monitor operational effectiveness in achieving objectives and having the desired social impact Set up and employed a data collection system to monitor performance against the key performance indicators. 			/30 marks (min 15)	
Determining the impact created <ul style="list-style-type: none"> Identified the standards and benchmarks most relevant to the impact a social enterprise seeks to generate, against which to monitor its impact Used performance data obtained through the use of key 				

<p>performance indicators to compare the social enterprise's impact against relevant standards and benchmarks</p> <ul style="list-style-type: none"> Used evidence generated through the comparison of performance against standards and benchmarks to report on the social impact of the social enterprise 			<p>/30 marks (min 15)</p>	
Assessor's decision		Quality assurance use		
Total marks	Outcome <i>(circle as applicable)</i>	Total marks	Outcome <i>(circle as applicable)</i>	
Total 50 + overall, AND minimum in each section	PASS/REFERRAL	Total 50 + overall, AND minimum in each section	PASS/REFERRAL	
Section referral if applicable:		Date of IQA check:		
Name of assessor:		Name of IQA:		
Assessor signature and date:		IQA signature:		
ILM EV signature:		Date externally verified (where applicable):		