



**National Qualifications 2012  
Internal Assessment Report  
Care Practice**

The purpose of this report is to provide feedback to centres on verification in National Qualifications in this subject.

# National Courses

Titles/levels of National Courses verified:

Care Practice (Higher) Project Based National Course

## General comments

Seven centres were visited to carry out verification of two component Units in the Care Practice (Higher) Project Based National Course. The centres visited have all been delivering the above Units for a number of years. The tutors were all conversant with the Units and the requirements, both in terms of delivery and assessment of the Unit content. Where new tutors were involved in delivery there was evidence that they were being fully supported and guided on the standards. This was evident in the verbal reasoning and internal management of the Units.

## Course Arrangements, Unit specifications, instruments of assessment and exemplification materials

The Units selected for verification were:

Practical Skills for Carers — F1P0 12

Working as a Team in a Care Setting — F1NY 12

Centres had all evidence available and organised in folders. Reports show that tutors, assessors and internal verifiers are familiar with the Unit specifications. They also show that centres are using the National Assessment Bank (NAB) and exemplification materials produced by SQA to support the delivery and assessment of both Units. Centres have produced additional materials to support the teaching and learning process.

## Evidence Requirements

Overall the evidence requirements were at the required standard for the Units verified in the centres. Tutors were clear what was required to achieve the Units successfully. All of the centres were using SQA produced materials along with the appropriate marking guidelines and summary sheets. These showed the required evidence points necessary for achievement as per the Unit specification.

## Administration of assessments

All centres were using SQA produced assessments in the form of the Log Book for the Unit F1P0 12 Practical Skill for Carers, and using the NABs for the Unit F1NY 12 Working as a Team in a Care Setting. Therefore all assessments are valid and fit for purpose. Assessment judgements were, on the whole, robust.

The Practical Skills for Carers Unit has a very thorough log book as an assessment method. There was some inconsistency within and between centres as to when the judgements were being made. Some centres were assessing

each stage as the log book progressed. Other centres were waiting until the majority of work was completed before assessing the candidate's work. The latter appeared to make onerous demands on the tutors at the end of the Unit.

Part of the log book requires candidates to identify needs of service users. In some centres candidates had only identified a condition such as dementia, with no reference to needs.

On the whole the internal verification within centres was effective. Most centres had a schedule of internal verification procedures identified throughout the academic terms. There was good evidence within standardisation and internal verification meeting minutes of appropriate and effective processes. Internal verification had made changes to assessment judgements prior to candidate achievement. A few centres had general comments recorded rather than specific detail, which made it difficult to see where candidates had made changes to their work.

### **Areas of good practice**

The majority of areas of good practice revolved around the placement experience and process. These included:

- ◆ summary guidelines identifying section, page number and date for completion
- ◆ interim verification of log book
- ◆ placement planning and support with placement co-ordinator and supervisor
- ◆ timetabled weekly support visits
- ◆ extended placement beyond the minimum requirement of the Unit

### **Specific areas for improvement**

The external verification reports identified the following areas:

- ◆ more robust adherence to marking guidelines for Working as a Team in a Care Setting NAB for Outcomes 1 and 2
- ◆ consistency on when and how to sign off candidates work in Log Book
- ◆ recommendation for interim assessment and internal verification of log book
- ◆ ensure candidate attendance at placement is consistently recorded and verified by supervisor signature