



**National Qualifications 2014
Internal Assessment Report
Catering and Hospitality**

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

National Qualifications (NQ) Units

Titles/levels of NQ Units verified:

D9NL Organisation of Practical Skills (Intermediate 1)
F792 Food Hygiene for the Hospitality Industry (Access 3 and Intermediate 1)
D262 Food Preparation for Healthy Eating (Intermediate 2)
D286 Foods of the World (Intermediate 2)

General comments

Twenty-five out of the 26 centres selected for central verification were Accepted.

Most of the centres selected demonstrated a clear and accurate understanding of the requirements of the national standards.

Unit specifications, instruments of assessment and exemplification materials

Only one centre was not using the most current NABs and relevant pro forma as issued by SQA.

All assessors demonstrated a good understanding of, and were very familiar with, the Course Arrangements, Unit specifications, instruments of assessment and exemplification materials

Evidence Requirements

All centres demonstrated a clear understanding of the Evidence Requirements for the Units.

Administration of assessments

All centre assessments are at the appropriate level and most centre staff had shown clear evidence of marking and how assessment decisions had been reached on all scripts.

Although there is a slight improvement in the number of centres that demonstrate internal verification of the teacher's work, it was disappointing to find many centres are still not adhering to this requirement. It is paramount that all centres adopt a robust internal verification procedure and show evidence of this when submitting evidence for external verification.

Areas of good practice

Centre staff must check SQA's secure website at the beginning of each academic year, download copies of the current NABs and marking schemes, and dispose of any obsolete materials.

Almost all centre staff had marked scripts in ink and displayed clear evidence of how the assessment decisions had been reached.

Only a few centres had developed their own internal verification procedures, followed these and demonstrated clear evidence that this had been carried out effectively.

Specific areas for improvement

All candidates should be encouraged to complete NABs using ink.

All centres must ensure that they adopt a robust internal verification system and show evidence of this on candidates' evidence, including details of internal verification meetings, when submitting materials for central verification.