



**National Qualifications 2014
Internal Assessment Report
Skills for Work: Maritime Skills**

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

Awards

Titles/levels of NQ Awards verified:

SfW Maritime Skills Intermediate 2 (SCQF level 5), which includes the following Units:

F8KP 11 Employability Skills & Careers in the Maritime Sector
F8KR 11 Small Boat Engineering
F8KT 11 Health & Safety in the Maritime Sector
F8KV 11 Maritime Environment: An Introduction
F8L0 11 Seamanship: An introduction

General comments

Four centres were listed for the purposes of external verification during the 2014 diet. Subsequently, two of the centres decided not to offer SfW Maritime Skills and were removed from the visitation listings.

The two centres running the award were duly visited and the outcome was deemed 'Successful' for both centres.

Centre 1 had 10 candidates on the final year of the award. Eight had completed successfully, two had missed class time due to either illness or family issues but were expected to complete at a later date.

Centre 2 had 16 candidates enrolled on the final year of the award. Twelve had completed successfully. Of the three who were unsuccessful this was attributed to poor attendance and lack of application.

The staff of both centres administrating and delivering the Skills for Work: Maritime Skills award demonstrated an in depth knowledge of the requirements of the national standards.

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

Both centres exclusively used NAB material as provided by SQA.

Evidence Requirements

Both centres made good use of NAB Evidence and Observation checklists as appropriate to each Unit.

Candidate Unit Assessment Records and Unit Class Records were readily available for scrutiny by the EV (External Verifier).

Administration of assessments

In the case of Centre 1, the evidence of work was presented in individual candidate portfolios. Each portfolio contained teaching material, the candidate's completed work and worksheets for each Outcome, results and feedback sheets. Where appropriate, the evidence of work provided for each candidate by Centre 2 was presented in electronic format (PowerPoint presentations). Other work presented was paper based. By comparing the NAB marking schemes with the evidence of work presented, the EV determined that all assessment judgements sampled were accurate and fair and to the correct standard for both centres visited.

Both centres were very well prepared for the EV visit with all documentation and evidence requested prior to the visit made readily available. Staff in both centres were very helpful during the external verification process.

Areas of good practice

The following are examples of good practice found as a result of verification activity.

- ◆ Candidates apply for the Course from local secondary schools, five in respect of Centre 1 and two for Centre 2. Candidates are then interviewed and assessed. Successful candidates attend the centres on a part-time basis over school years S3 & S4. The interview process ensures that only those candidates that are interested in Maritime Skills are taken on, and this in turn maintains a high standard, which is beneficial in terms of assessment and verification.
- ◆ Both centres have more than adequate equipment and resources to deliver the SfW Maritime Skills award. Staff are knowledgeable and highly motivated and clearly enthusiastic about their subject area.
- ◆ As both centres are island based much use is made of the local maritime and fishing industries in terms of visits to ferries, offshore supply boats and fishing vessels, and to harbour, marina and shipyard facilities.
- ◆ Guest speakers from the merchant navy, fishing and offshore industries address the students on a regular basis.
- ◆ Internal assessment and internal verification processes were found to be robust, highly effective and transparent. Documentation used was in accordance with UHI's Quality Assurance System, namely, IV1 Review and Plan, IV2 Internal Verification Plan, IV3 Assessment and Verification: Issues Arising, IV4 Pre-Delivery Checklist and Sample Selection, IV5 Record of Sampling, and IV6 EV Feedback.
- ◆ During the EV visits, several candidates were interviewed. All stated that they were very pleased with the SfW Maritime Skills Course and the benefits gained from it. They particularly praised the lecturing staff for their knowledge and enthusiasm, which made the Course interesting for them. All stated that they had consolidated previous skills and had learned a host of new ones. They particularly liked the hands-on aspect of the Course. SfW Maritime

Skills has influenced them to follow a career in the merchant navy on leaving school.

- ◆ On leaving school, a high percentage of the candidates who have achieved the SfW Maritime Skills award return to the centres to pursue other marine-related courses.

Additional information

Centre 2 offered added value to the SfW Maritime Skills by including STCW 95 certification for Elementary First Aid and Personal Survival Techniques. In addition, E808 11 Chartwork 1 and DC60 10 Seamanship 1 are taught alongside the five SfW Maritime Skills Units.

Specific areas for improvement

None identified.