

Moderation Feedback - Visiting

Assessment Panel:

Core Skills 341

Qualification area

**Subject(s) and Level(s)
Included in this report**

**Core Skills IT Access 2, Access 3,
Intermediate 1, Intermediate 2 and
Higher**

Visiting Moderation

General comments on visiting moderation activity

Of the nine centres selected for external moderation only one included the work based Core Skills Unit. This centre was delivering Modern Apprenticeship and so required work based Core Skills as part of this award. Additionally, of the nine centres moderated, five were Further Education Colleges while the remainder were private centres.

Although the standard of internal moderation documentation within centres varied from none to highly organised, most centres' documentation was commented on as being from good to excellent. One centre included an internal procedure to ensure corrective action to be taken within an agreed timescale.

Specific issues identified

Some of the Outcome/Unit checklists etc used were not clearly identified. It is suggested that all assessment instruments, checklists etc should carry header/footers including: candidate's name, Unit number, Unit title, level of Unit. Further, it is strongly suggested that all documentation should have provision for internal moderator's signature and date internally moderated.

Some centres' evidence did not give full evidence for all items required in the specification, eg where a PC states that 'Processes are carried out using limited assistance' or 'Search is carried out efficiently' then evidence of this is required — it could be documented by a statement within a checklist.

In some centres evidence of internal moderation having taking place was not available because it had not been formally documented. Minutes of Internal Moderation meetings could include this. One centre supplied evidence of internet searches but did not include documentation of the task involved.

Some centres did not include model answers to ensure a standard level of assessment within the centre.

Feedback to centres

Development visits were carried out at eight centres. These were all post approval visits. All centres welcomed these as they gave the centres the opportunity to seek confirmation that they were working to the National Standard.

In many cases, the centres were given the opportunity to ensure that materials which had been developed or modified by the centre were produced to an acceptable standard. Most centres felt that they would rather learn that materials did not meet the mark during a development visit rather than during an external moderation visit.

Centres should be aware that much of the evidence produced for Core Skills IT Intermediate 1 and above could also be used for PC Passport and external moderators are able to give help and advice on this should this be required.

Centres should also be aware that some NTOs have carried out mapping exercises of Core Skills to particular SVQs which allows the integration of the Core Skill with the SVQ. Where the NTO has not done this, it is sometimes worthwhile for the centre to carry out the exercise. If this method of delivery is used it is still the responsibility of the centre to present evidence in such a way that the evidence for each award (the Core Skill and the SVQ) is easily identifiable.