



**National Qualifications 2015
Internal Assessment Report
Skills for Work: Retail**

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

National Qualifications (NQ) Awards

Skills for Work: Retail

General comments

All centres visited this session had a clear understanding of the requirements of Skills for Work: Retail standards. Centre staff involved in the delivery and assessment of this qualification were well informed through standardisation activities and internal communication relating to qualification requirements.

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

Centres visited were all using the NAB materials which have been produced for this Award. Centres also had master folders which contained information and advice relating to the delivery and assessment of the Units.

Evidence Requirements

Centres refer to the assessment guidance contained in the Unit specifications and also to the information on assessment guidance for the NAB materials. In all instances, evidence sampled fully met the Evidence Requirements of the appropriate Unit.

Administration of assessments

In all cases, centres were using the NAB materials for assessment of candidate evidence. The instruments of assessment had been completed accurately and with detailed comments which related to assessment decisions.

Internal verification was weaker in one centre in terms of the recording of the internal verification process. In this case a recommendation was made to develop a more robust process for next session.

Areas of good practice

The following areas of good practice were identified:

- ◆ Detailed feedback provided by assessors to students at formative and summative assessment stages.
- ◆ In one centre a student log book had been developed which was used to record activity throughout the Award.
- ◆ Assessment records had candidate summaries of tasks attached.
- ◆ A spreadsheet had been developed and used to update candidates' results and to monitor progress towards achievement of Units.

Specific areas for improvement

The only specific area for improvement identified related to the planning and recording of the internal verification process. There were improvements from previous years and the recommendations for improvements in this area relate mainly to schools.

The improvements suggested for the area of internal verification include planning a meeting per term and recording any decisions reached during this meeting.

In addition, feedback to assessors from internal verifiers, including any further actions required, should be recorded and followed up where appropriate.