



**National Qualifications 2013
Internal Assessment Report
Skills for Work: Rural Skills**

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:

Skills for Work: Rural Skills at Intermediate 1

General comments

All external verification visits resulted in a Successful decision and none gave rise to a Hold on certification. Centre staff continued to have a good grasp of the national standards and provision was generally of a high quality.

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

Teachers and assessors had a good understanding of the standards required by the candidates and no concerns were raised in this area. Some centres had gone beyond the confines of the qualification and developed skills in enterprise, health, wellbeing and employability — this is to be commended.

The NABs and the Colleges Scotland support materials were in use at all centres sampled.

Evidence Requirements

Assessors were well versed in the Evidence Requirements for the Units and for the Course as a whole. Evidence Requirements were satisfied at all of the centres sampled. This is an improvement on previous years.

Administration of assessments

Generally, record keeping was improved relative to previous years, although at one centre there was still room for improvement.

Some concerns were raised at a number of centres as to the robustness, effectiveness and timeliness of internal verification procedures (see Areas for improvement) — although one centre performed exceptionally well in this area.

Areas of good practice

- ◆ Assessment records were well kept and tracking of summative assessment tasks was particularly helpful.
- ◆ Good use of supporting photographic evidence.
- ◆ Internal verification was detailed and included the regular use of observation of live assessment to ensure standardisation and continued development of assessor performance.

- ◆ Candidate groups were given additional employability review sheets above those required for the NAB. This was of considerable benefit to the candidate group to raise their awareness of the requirements of employers and to allow them to reflect on their performance in a range of tasks on a weekly basis.
- ◆ The candidates were able to work in some excellent outdoor locations.
- ◆ Good use was made of student diaries for the employability Unit.
- ◆ The teaching and learning observed in the workplace was of a very high quality.
- ◆ There was an excellent range of tools and equipment available to candidates.
- ◆ The group operated very much as a cohesive team.
- ◆ The activities of the award incorporated enterprise and the Curriculum for Excellence (CfE) criteria relating to health and wellbeing.
- ◆ Candidates demonstrated innovation and developed self-esteem and confidence from the Gardening Scotland project they were working towards — this incorporated the practical assessments as they prepared for the event.

Specific areas for improvement

It may be more appropriate to space-out the employability reviews over the duration of the Course: near the beginning, mid-point and end.

Centres may wish to consider more comprehensive procedures for internal verification in terms of prior verification, live verification of practical activity and support this with more detailed IV forms.

Staff should ensure that all checklists are initialled and dated with either the date of assessment or the start and finish dates.

All actions identified by the Internal Verifier must be carried out (one IV identified missing work/signatures, but these were still missing at the time of the EV visit).

All candidate answers should be marked as correct and feedback given if the answers are incorrect or insufficient.

Improvements to record keeping could include: use of a whole-award summative assessment sheet to identify gaps for individual assessments; recording of live verification of practical activity — use dates and initials on records of activity to say the IV had observed assessment activity; use of dates when practical activity takes place (on the NABs) .

National Qualifications (NQ) Awards

Titles/levels of National Courses verified:

National Progression Award in Rural Skills Intermediate 2 (Group 437)

General comments

No routine external verification visits were conducted in relation to the National Progression Award in Rural Skills Intermediate 2 (Group 437).

National Qualifications (NQ) Units

Titles/levels of NQ Awards verified: Stand-alone NQ Units

General comments

There were several approval visits carried out in relation to stand-alone NQ Units within the Verification Group. These had Successful outcomes.