



**National Qualifications 2015  
Internal Assessment Report  
Skills for Work: Sport and  
Recreation**

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

# National Courses

Titles/levels of NQ Courses verified:

C219 74 National 4 Skills for Work: Sport and Recreation

C219 75 National 5 Skills for Work: Sport and Recreation

## General comments

Centres delivering the Skills for Work: Sport and Recreation qualification have a good understanding of the requirements laid out in the Unit Specification and Evidence Requirements. New approvals at National 5 proved challenging to centres that had not delivered the National 4 Course, but they delivered to the national standard. Again this year some centres provided excellent opportunities for candidates in 'realistic working environments', exposing them to the sport, recreation, leisure and outdoor world.

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

SQA-devised assessment materials had been used by all centres that were externally verified this year. The assessments had been carried out in line with the Unit Specification and Evidence Requirements for each Unit.

Some centres should ensure that assessors and internal verifiers read the Unit Specification. This would help to ensure that all requirements in any Unit have been assessed correctly and consistently. Also, it should be noted for any centre wishing to devise their own assessment materials, it is always advisable to have them prior verified by SQA. This is also stated in each Unit Specification:

*'refer to the NAB to ensure a comparable standard. If a centre designs its own materials, it is recommended that they have assessments prior verified by SQA.'*

External verifiers were able to offer assistance to centres that were offering National 5 for the first time to candidates who will not be offered National 4. As National 4 was the forerunner for National 5, it would be beneficial for centres who wish to go straight to National 5 to undertake additional training for candidates to bring up their knowledge level for certain Units in National 5.

## Evidence Requirements

Centres had a good understanding of the Evidence Requirements in each Unit. Good quality assurance had been carried out by centres and effective internal verification and thorough assessments had been carried out. Assessors and internal verifiers had met regularly to discuss the qualification in some cases.

It is important that all delivering members of staff in centres read the Evidence Requirements within the Unit Specification thoroughly. This would ensure that all

assessments are carried out correctly and that candidates produce the correct amount of evidence required.

As centres are becoming more familiar with these qualifications, they are beginning to integrate assessments between Units.

### **Administration of assessments**

The Skills for Work Course is varied in centres from one to two years and most centres have a Course plan schedule of learning, assessment and re-assessment (where necessary).

Centres produced evidence which supported candidates' assessments through observation and National Assessment Bank materials. These materials had been completed well by candidates and assessors. Some centres used their own centre-devised assessment materials which had been matched against the Unit Specification. If using their own assessment materials, centres are always advised to have these prior verified by SQA.

Internal verification had been carried out in most centres by the time their external verification visit had taken place. Where no internal verification had been carried out, centres had a well-documented plan in place.

### **Areas of good practice**

Centres received feedback on good practice being carried out at their centre. Below is a summary of External Verifier feedback:

- ◆ Centre standardisation — Some centres had carried out standardisation of the Skills for Work Course, which included assessors and internal verifiers. These standardisation meetings focused on both the qualification and assessment practices between assessors.
- ◆ Candidate portfolios were well laid out and organised. National Assessment Bank materials were completed in full with good feedback given to candidates.
- ◆ There were knowledgeable and enthusiastic delivery staff and realistic working environments, which expose candidates to working with a range of different clients and sports environments.
- ◆ Internal verification — Centres that had internal verification policies, procedures and a formal recording system were of a high standard.

### **Specific areas for improvement**

Centres received feedback on areas for improvement. Below is summary of External Verifier feedback:

- ◆ Realistic working environments — Some centres would benefit from candidates working with other types of client groups rather than their own peer groups, when completing assessments in certain Units.

- ◆ National Assessment Bank material — Ensure that all PCs in the Outcomes are clearly evidenced, especially if the centre is planning to use their own devised assessment materials. It is important that centres ensure that they adhere to the Unit Specification and *'refer to the NAB to ensure a comparable standard. If a centre designs its own materials, it is recommended that they have assessments prior verified by SQA'*.
- ◆ Centre standardisation — It would be beneficial for any decisions made regarding standardisation of assessments to be formally recorded. This would support any decisions made and standardise practice between assessors and internal verifiers.
- ◆ Internal verification — Centres would benefit from well-structured internal verification policies and procedures, especially with regard to sampling.