



**National Qualifications 2013
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 Qualifications (NQ) Awards

Titles/levels of NQ Awards verified:

Skills for Work: Sport and Recreation Intermediate 1 (C219 10)

Skills for Work: Sport and Recreation Intermediate 2 (C219 11)

General comments

Most centres have been running the Skills for Work: Sport and Recreation qualification for a number of years and have developed a good understanding of how the Course is to be delivered. These centres provide good opportunities for candidates to develop their skills and gain valuable experience in the sport and recreation sector. Centres have a good understanding of the Unit specifications and the Evidence Requirements for each Unit at both Intermediate 1 and 2, and are upholding the requirements of the national standards.

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

All centres selected to be externally verified this year made use of the assessment material produced by SQA (NABs). All centre assessors demonstrated that they fully understood and were familiar with the Course Arrangements for the level of Skills for Work Course they were assessing. Some centres have begun to use their own assessment materials, for some aspects of the candidate assessments. However, centres wishing to devise their own assessment materials for this Course must ensure that they 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, as stated in the 'Guidance on Approaches to Assessment for this Unit' section in the Unit specifications.

Evidence Requirements

External Verifiers reported that centres they had visited had a clear understanding of the Evidence Requirements for the Units in the Courses. Centres had ensured that all assessments were fair, valid and reliable between different assessors to ensure standardisation of candidates' learning and assessment. Most assessors in centres had provided good comprehensive feedback to their candidates to report how they had performed during their practical assessments. Some centres have used video technology to assist with assessments to show candidates' progress in their abilities and performance. Most candidate evidence was of a high standard and met the Evidence Requirements for the Units.

Administration of assessments

All centres had policies and procedures relating to assessments and internal verification. Some centres had a clear schedule for the Course and had planned for each Unit assessment, allowing time for re-assessment. They also had a scheduled internal verification system in place. A few centres had a 'master folder' containing the Course administration materials. These were available to External Verifiers and gave a clear view of the Course and internal verification schedules.

Timings of assessments varied depending on the length of the Course being delivered, for example over one or two years. Most Units had been assessed when the External Verifiers carried out their visits, and where candidates had not been fully assessed, the evidence from candidates in most centres showed that they were on schedule for completion of the Unit and the Course.

Internal verification had been carried out in all centres by the time of their external verification visit. Standards of internal verification varied greatly, but most were of a good standard with formalised recording of assessments providing comprehensive feedback to assessors. Some centres have been assessing this qualification for a number of years and have adopted a sampling policy which was available on the day of their visit.

Areas of good practice

Most centres demonstrated examples of good practice. Centres were able to tailor their Skills for Work Course to suit their local community and provide good opportunities for candidates in 'realistic working environments' in sport and recreation. These candidates were able to generate 'real' evidence to support the NAB material.

A few centres were able to integrate other sports awards into the Skills for Work Course, which added value to the experience and opened up additional opportunities for the candidates. Centres are beginning to use technology to assist with assessments by means of video and online material which matched the NAB.

Assessment material was clear and well organised with detailed comprehensive feedback from assessors to candidates on their assessments. Internal verification in some centres was thorough, robust and detailed, providing feedback to assessors and further action points before certification.

Specific areas for improvement

Most centres received feedback in relation to areas for improvement, these included:

- ◆ Some centres need to adopt a more formalised and structured approach to internal verification.
- ◆ Assessors providing candidates with feedback on their assessments.

- ◆ Use of own assessment materials — centres must 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.
- ◆ Centres should ensure that the Evidence Requirements in the Unit specifications are met. NABs should be completed in full and in a non-changeable format.
- ◆ Centres could develop links with other sport and recreation centres to provide a 'realistic working experience' to candidates.