



**National Qualifications 2013  
Internal Assessment Report  
Skills for Work: Uniformed and  
Emergency Services**

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:**

SfW Uniformed and Emergency Services (C251 10)

Units included:

Uniformed and Emergency Services: An Introduction (F38R 10)

Uniformed and Emergency Services: Health, Safety, Fitness and Wellbeing (F38S 10)

Uniformed and Emergency Services: Engaging with the Community (F38T 10)

Uniformed and Emergency Services: Working in Teams (F38V 10)

## **General comments**

Only one centre was visited for external verification during this academic session. This centre showed a clear and accurate understanding of the required national standard. In addition, a number of new centres were approved to deliver the award, and one centre had a post-approval development visit.

Assessment judgements at the centre subject to external verification were consistent and at the correct SCQF level (using the National Assessment Bank material generated by SQA). The newly approved centres had done considerable preparatory work and showed depth of knowledge of how the Course would be delivered and assessed. The centre subject to a post-approval development visit had delivered the Course in a holistic, and highly effective manner.

This year three centres have entered into a partnership with the Army Cadets and are delivering a programme which draws heavily on the cadet introductory course — the Army has put quite a lot of resource into it and the candidates have undoubtedly benefitted.

It is encouraging to note that there were no 'Hold' recommendations.

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

External verification, approval and development visits indicate that staff responsible for delivery and assessment are familiar with all aspects of the Course. A number of centres are interfacing their delivery with the Army Cadet Force Scotland, and where additions or amendments have been suggested to existing material this was consistent with Evidence Requirements and SCQF level. Centres visited demonstrated good practice by contacting and liaising with existing delivering centres in order to develop and maintain context-specific use of UES personnel from the local area.

## **Evidence Requirements**

Reports from the centre externally verified and the centre that requested a post-approval development visit indicated an appropriate standard of candidate evidence in terms of the quantity, presentation, and clarity. The centre that was externally verified presented candidate folios containing evidence, including tutor checklists and self-reviews. Evidence was easy to track and appropriately presented. Some assessment had been carried out whilst candidates were undertaking activities run by the Army and the Fire Service.

## **Administration of assessments**

All visits indicate that centres deliver (or intend to deliver) the programme in a holistic manner, so assessment material is generated throughout the Course in a variety of different formats. Centres interfacing their delivery with the Army Cadet Force were reminded to ensure that assessment is appropriately mapped and at the correct SCQF level where it has been adapted from existing material. It is essential that assessment evidence is logged correctly to ensure that staff and candidates are aware of progress made, and to enable effective internal and external verification. The External Verifier's report commented favourably on the systems in place.

In all centres assessment material is generated in multiple formats: this is good practice to ensure that all candidates are able to maximise learning and skill transfer. All centres are using members of staff to deliver who are either past or current UES personnel, allowing a high level of context-specific knowledge and personal experience to enhance delivery of the Course. The use of community police is also of considerable benefit, especially in the delivery of the 'Engaging with the Community' Unit.

In relation to assessments derived from the NAB material, in all cases the External Verifier was able to determine that additional marking schemes were consistent and at the correct SCQF level.

Feedback to candidates was appropriate. All centres visited had robust assessment and recording processes. Internal verification processes were discussed at length in all newly approved centres.

## **Areas of good practice**

It is encouraging to note widespread good practice:

- ◆ Time and resource allocation shows sound understanding by assessors of the requirements of the Course, and the increasingly complex issues faced by candidates.
- ◆ Tutors in all centres have personal experience of UES.
- ◆ Involvement of centres and candidates with 'value added' activities such as the delivery of health and first aid programmes.
- ◆ A wide variety of learning and teaching styles designed to include all candidates.

**Specific areas for improvement**

Centres should be aware that if delivering the Course in a holistic manner it is important that candidates have an awareness of their own progression and target achievement.

Schools delivering the Course should give careful consideration to the requirements of the internal verification process, and ensure that paperwork is standardised.