



Internal Assessment Report: Business Management (254)

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

Higher National Units

General comments

The centres selected for external verification demonstrated an understanding of the standards required.

A number of Units were selected for verification and assessors were, in the main, familiar with the Unit specifications and usually used the assessment exemplars. Staff should regularly check the Unit specifications as part of the internal verification process, as changes are made on an ongoing basis, which are notified to each centre.

Centres would benefit from referring back to the Unit specifications to ensure that they look afresh at what the Evidence Requirements are. The Unit specification for *ME3D 34: Managing People and Organisations* was revised in June 2007 and therefore centres should be using the revised Unit specification. However, there are still centres not taking the revisions made to the evidence requirements into consideration when assessing candidate evidence.

Assessment exemplars can, on rare occasions, require adaptation so that the Evidence Requirements are met sufficiently, and centres need to match assessments against the Unit specifications and to ensure compliance through internal verification. All assessments, whether they are SQA-produced assessment exemplars or not, should be put through internal verification. This is a vital check that should pick up any potential issues before delivery.

Centres tend to use SQA-produced assessment exemplars. On occasions a centre would devise fresh stimulus material or an alternative assessment, which were acceptable. It is strongly recommended that centre-devised assessments are submitted for prior verification, and must be passed through internal verification.

There were some excellent examples of feedback provided to candidates, which is to be commended. Access to assessment appeared to be in line with relevant legislation.

Areas of good practice

The level of feedback given to candidates is important, and whilst centres regularly provide feedback, there is the opportunity to go beyond the norm. There was evidence that some centres are taking considerable care in providing particularly pertinent and helpful feedback, which constitutes good practice. One centre also provided a very useful guide for each Unit that contained lots of very relevant information. The centre also provided each candidate with a concise but very useful referencing guide.

Areas for improvement

As identified earlier in the report, regular reference back to the Unit specifications on an ongoing basis is vital, and centres should ensure that the most up-to-date specifications are being used.