



National Qualifications 2015 Internal Assessment Report Volunteering Skills

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

National Qualifications (NQ) Awards

FR26 09 Preparing to Volunteer (SCQF level 5)

FR26 11 Preparing to Volunteer (SCQF level 5)

General comments

The evidence seen was of good quality with a clear distinction between the candidate evidence available for the two levels.

Unit specifications, instruments of assessment and exemplification materials

The assessors were fully conversant with the Unit specifications and instruments of assessment and exemplification materials.

Evidence Requirements

Documentation accompanied the assessments which clearly showed that the assessment and verification procedures were being implemented. A copy of the assessment and verification procedures document was available at verification.

Administration of assessments

The assessment decisions made by the assessor were fair and in keeping with the requirements of the award. The feedback to the candidates was supportive and presented in such a way that, even when remediation was requested, it was supportive. The internal verification was thorough and met with the requirements of the centre's policy. The internal verifiers gave good advice to the assessors and took a supportive approach.

Areas of good practice

- ◆ The minutes format was very clear. There were columns to identify any issues, who was responsible, the date for completion and update/actions. All were completed
- ◆ There was good supportive feedback to candidates on the scripts. It was supportive and clear, while still requiring remediation when necessary
- ◆ All the documentation was signed and dated
- ◆ In one centre, this award was delivered via a partnership arrangement between the local council, the local high school and a local community group. Staff from the high school, local community group and carefully selected volunteer organisations worked with candidates with severe emotional, physical and health issues to achieve a nationally recognised award. Every effort was made to enable the candidates to achieve including adapting the Unit language and assessments to suit candidate needs, without diluting the standards required

Specific areas for improvement

There were no major areas for improvement but the following advice was given:

- ◆ It would be good practice to train more staff to deliver, assess and verify this award to backup assessors and verifiers