



**National Qualifications 2015
Internal Assessment Report
Skills for Work: Beauty**

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 Units verified:

- F5AY 12 Beauty: Facial Techniques (Higher)
- F5B1 12 Beauty: Facial Treatment Packages (Higher)
- F5B2 12 Beauty: Nail Finishes (Higher)
- F5B3 12 Beauty: Creative Current Make-Up Trends (Higher)

General comments

These four Units form the course structure for the Skills for Work: Beauty Higher. They also form 50% of the mandatory section of the National Qualification (NQ) in Beauty at SCQF 6.

Eight SQA-approved centres were selected for external verification in this academic session (2014–15). Three of these approved centres did not deliver either the Group Award or individual Units within the SfW programme this session. Of the five approved centres where external verification took place, four centres were delivering all Units. Two centres were delivering as school provision, two centres were delivering as part of the NQ Beauty programme. Learners in one of the centres were entered for both the NQ Beauty and Skills for Work qualifications. The fifth centre had ‘cherry picked’ three of the SfW Units to form part of a centre-devised programme.

SQA National Assessment Bank (NAB) material was used in all centres. Evidence viewed during visits exemplified that centre staff have a clear understanding of the national standards contained within the Unit specifications.

Learners interviewed were enthusiastic and had both enjoyed and benefited from their course of study.

Unit specifications, instruments of assessment and exemplification materials

Evidence viewed during the external verification activity exemplified that assessors in almost all centres are familiar with the content of Unit specifications, Instruments of assessment and exemplars and apply these in a manner which facilitates a positive learning experience for almost all learners.

All use the SQA National Assessment Bank (NAB) material; the majority have devised their own consultation records.

All centres visited integrate the written and practical observation assessments for Units F5AY12 Beauty: Facial Techniques and F5B1 12 Beauty: Facial Treatment

Packages. This avoided unnecessary repetition and over-assessment of written assessment and reflected industry commercial treatment practice.

Centres that deliver the NQ in Beauty at SCQF6 integrate Unit F5B2 12 Beauty: Nail Finishes with Unit F6XG 12 Manicure and Pedicure. Cross-assessment also takes place when centres deliver Unit FT92 12 Body Structures and Benefits of Treatment.

Control/master folders available either electronically or hard copy format in centres and evidence of standardisation meetings demonstrated a mechanism which promotes and facilitates assessors making reliable, consistent and standardised assessment decisions.

Evidence Requirements

All centres were using the NAB exemplar material provided by SQA. The exemplars provided in the NAB demonstrate the expected standard of candidate response and facilitates standardisation.

Evidence sampled during external verification activity indicated that assessment decisions made were consistent, reliable, accurate, and fair — and met the required standard as detailed in each Unit specification.

The standard of work sampled was good. Responses to written assessments were detailed and reflected the SCQF level of Units. Where remediation was necessary, this was clearly recorded.

The initial visit to one centre was unsuccessful due to the inconsistent use of the instruments of assessment across campus and assessors. An action plan was put in place resulting in a second successful visit.

Administration of assessments

The evidence sampled demonstrated that assessment is integrated and/or cross-referenced where practicable across Units, enhancing the learner experience by avoiding repetition and over-assessment.

Centres use the SQA NAB instruments of assessment. These are appropriate in type to match the nature of the learning. Centre-devised client consultation records facilitate the recording of required information by learners to support performance. The client consultation record used in one centre was identified as being extensive particularly in the aftercare and lifestyle section.

Sampled accepted responses for written assessments were detailed and of a good standard.

Practical assessments were being completed in a realistic working environment, involving working with clients and other team members facilitating the development of good working practice.

Integration of practical observations F5AY 12 Beauty: Facial Techniques with F5B1 12 Beauty: Facial Treatment Packages and F5B2 12 Beauty: Nail Finishes with Unit F6XG 12 Manicure and Pedicure reflects industry practice which will enhance the learners' employability skills profile.

For F5B3 12 Beauty: Creative Current Make-Up Trends, Outcome 1 particular reference was made to the style board evidence in two instances. In one centre the artistic abilities of learners were well reflected in terms of colour, texture and theme, inspired by research of current make-up trends. In a second centre good research and presentation skills were evident and style boards were presented electronically.

Internal verification (IV) activity in all centres visited was effectively carried out, following centre policy. Relevant completed documentation was available in all instances — IV schedules, pre-delivery IV, on-going IV. In one centre IV is carried out remotely. Documentation was viewed which confirmed that feedback is given on evidence that was sampled. In instances where issues were identified, clear time-bound actions had been put in place to resolve these.

Areas of good practice

The external verification activity undertaken identified areas of good practice which demonstrate that learners are provided with opportunities to develop a range of vocational and transferable skills and encouraged to develop good working practice which will enhance their employability skills profile.

Good practice identified includes:

- ◆ Learners being familiar with the SCQF level requirements of the Units as they are undertaking Highers in school
- ◆ Learners being interviewed for the course
- ◆ Course assessment overview chart on classroom wall enabling learners to view their progress
- ◆ Integration of F5AT 12 Beauty: Facial Techniques and F5B1 12 Beauty: Facial Treatment Packages; facilitating best use of time and holistic observed practical performance reflecting industry commercial salon practice
- ◆ Learner completion of a self-reflective ready for assessment record, giving the opportunity for flexibility in the assessment process which meets individual needs
- ◆ Good constructive feedback given to learners which gave clear information regarding progress
- ◆ Additional material used to support the learning and teaching process
- ◆ Cross-referencing of knowledge assessment across Units which avoids repetition and over-assessment

Specific areas for improvement

The external verification activity undertaken identified a few specific areas for improvement that will enhance learning, teaching and assessment by streamlining assessment to avoid repetition and promoting further standardisation across delivery staff.

- ◆ When all Units are being delivered, two candidate reviews can be completed and cross-referenced to avoid repetition and over-assessment, as discussed and agreed at the NQ/HND Update meeting in 2013.
- ◆ When Units are being delivered across different sections within centres, it is recommended that cross-section standardisation meetings are held to share material which supports learning, teaching and assessment.
- ◆ Centres could develop integrated assessor observation checklists to support performance when integrating Units.