National Qualifications 2013
Internal Assessment Report
Skills for Work: Maritime Skills

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: Maritime Skills Intermediate 2 (SCQF level 5) which includes the following constituent Units:

F8KP 11 Employability Skills and Careers in the Maritime Sector
F8KR 11 Small Boat Engineering
F8KT 11 Health and Safety in the Maritime Sector
F8KV 11 Maritime Environment: An Introduction
F8L0 11 Seamanship: An introduction

General comments

Two centres were visited for the purposes of external verification during the 2013 diet. The outcome was deemed 'Successful' for both centres.

Centre 1 initially had 10 candidates enrolled on the award. However, two subsequently dropped out. Centre 2 had 10 candidates enrolled on the award. All completed.

The staff of both centres administrating and delivering the Skills for Work: Maritime Skills award demonstrated an in depth knowledge of the requirements of the national standards.

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

Both centres exclusively used NAB material as provided by SQA.

Evidence Requirements

Both centres made good use of NAB evidence and observation checklists as appropriate to each Unit.

Candidate Unit assessment records and Unit class records were readily available for scrutiny by the External Verifier (EV).

In addition, both centres provided photographic evidence in support of assessment decisions.

Administration of assessments

The evidence of work was presented in individual candidate portfolios. Each portfolio contained teaching material, the candidate's completed work and worksheets for each outcome, results and feedback sheets. By comparing the

NAB marking schemes with the evidence of work presented, the EV determined that all assessment judgements sampled were accurate and fair and to the correct standard for both centres visited.

Generally, both centres were well prepared for the EV visit. However, at one of the centres, records of internal verification were not immediately available but were sourced later during the visit.

Areas of good practice

The overall SfW Maritime Skills Course teaching and internal assessment process was greatly improved at one of the centres by the purchase of new equipment. The teaching staff were proactive in applying for funding through the European Fisheries Fund and Angus Council. Local businesses also donated money to the centre. The centre then purchased a 19 foot Orkney Angler boat, a Honda outboard motor and an additional eight life jackets. With the purchase of the new equipment the learning experience for candidates has improved and as a result the assessment process made more realistic.

For candidates not particularly proficient in producing reports or essays, a collage system in support of assessment was introduced. For example in one of the outcomes, candidates are asked to fit-out a motor launch for sea. They are given an A3 sheet of paper with the elevation and plan of the boat in the centre of the page. They are first tasked with sourcing certain items from a chandlery catalogue. They then cut out the pictures and fix them around the sheet with arrows pointing to where they should be positioned on the boat. Candidates are also expected to write down (on the sheet) any extra support information they may have come across through other sources.

At one of the centres the following documentation was used as part of a robust internal verification process: IV1 Review and Plan, IV2 Internal Verification Plan, IV3 Assessment and Verification: Issues Arising, IV4 Pre-Delivery Checklist and Sample Selection, IV5 Record of Sampling, and IV 6 EV Feedback.

Specific areas for improvement

- ♦ Raising the standard of candidate portfolio content in terms of presentation, neatness, writing and grammar.
- ♦ At one of the centres, the internal verification process is to be reviewed with particular emphasis on document control and accessibility.