



**National Qualifications 2016  
Internal Assessment Report  
Skills for Work: Retailing**

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

# National courses

## Group Award C249 75 Skills for Work: Retailing

### General comments

Four centres were selected for verification this session. In each case the centres had a clear and accurate understanding of the standards and all were using the SQA NAB materials with candidates. All units in each centre were sampled and the assessment decisions made were accurate.

### Course and unit specifications, instruments of assessment and exemplification materials

Assessors were interviewed in each centre and in every case the assessors displayed good knowledge of the course and unit specifications and instruments of assessment. Portfolios of evidence, the instrument of assessment in each centre and NAB materials were used by all. Every centre had a folder containing all qualification information and marking guidelines.

### Evidence requirements

All centres visited had a clear understanding of the evidence requirements for each unit. This was confirmed through discussion with assessors and internal verifiers and by examination of assessment decisions. In each centre the evidence requirements had been met in full and assessment records completed accurately, confirming compliance.

### Administration of assessments

Centres visited have all used NAB materials. Assessors had completed the assessment records accurately and included feedback to their candidates where appropriate.

### Areas of good practice

The following areas of good practice were identified and acknowledged:

- ◆ Preparation and planning for internal verification which identified assessors, candidates and units to be sampled
- ◆ Good relationships developed with work placement providers
- ◆ Assessment records completed accurately and in full

### Specific areas for improvement

Specific areas for improvement would be the continued development and implementation of internal verification procedures. Documentation of standardisation procedures has also been recommended and the development of

a centre 'decision log' has been encouraged. There was consistent feedback from centres relating to the updating of the units of Skills for Work: Retailing, in particular the absence of any mention of online retailing and the use of technology in retailing generally. These points are being taken into account in the current review of the course.