



**National Qualifications 2016
Internal Assessment Report
Skills for Work: Sport and
Recreation**

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

National courses

Skills for Work: Sport and Recreation (National 4 — C219 74)

Skills for Work: Sport and Recreation (National 5 — C219 75)

General comments

Centres delivering the Skills for Work: Sport and Recreation qualification have a good understanding of the requirements laid out in the unit specification and evidence requirements. New approvals at National 4 and National 5 are providing candidates with excellent learning and assessment opportunities. Again this year, some centres provided excellent opportunities for candidates in 'realistic working environments', exposing them to sport, recreation, leisure and outdoor sports.

Most centres externally verified this year kept their high standard of quality assurance while ensuring candidates were formally assessed and internally verified, meeting SQA's unit specifications.

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

All centres showed that assessors are very familiar with the unit specification and the NAB material for National 4 and National 5. Centres used SQA NAB materials with additional centre-devised materials to formally assess the units the candidates were completing.

Where centre-devised materials were used, these matched the unit specifications and the evidence requirements. However, it is important that these are cross-referenced to the units/outcomes. This would assist the assessor, internal verifier and external verifier to ensure all aspects of the units have been covered.

Evidence requirements

All centres showed a clear understanding of the evidence requirements of both National 4 and National 5. All assessments carried out were of a high standard, where candidates had completed the NAB in full. Centres are using a range of methods to record assessments and candidates are opting for word-processed files or printed work. Where this is occurring, centres must ensure quality assurance whereby assessors and candidates must sign to verify submitted work.

It is important that all delivering members of staff in centres read the evidence requirements thoroughly. This would ensure that all assessments are carried out correctly and that candidates produce the correct amount of evidence required. For example, completion of session plans for a group and an individual.

Administration of assessments

The Skills for Work course is varied in centres after one to two years and most centres have a course schedule of learning, assessment and re-assessments (where necessary).

Most centres produced evidence which supported candidates' assessments through observation and candidate NAB materials. These materials had been completed well by candidates and assessors. Some centres used their own centre-devised assessment materials which were matched against the unit specification. Centres are always advised, if using their own assessment materials, to have these prior verified by SQA.

Internal verification had been carried out by all centres and some centres presented formalised internal verification of a high standard which was well structured. Good policies and procedures were in place which gave support to assessors. Some centres need to implement an internal verification sampling policy with regard to new assessors and internal verifiers. Some centres needed to provide more feedback to assessors in relation to any action points raised with a completion date(s).

Centres provided evidence of standardisation meetings taking place, which benefited assessors and internal verifiers by assuring the quality of assessments for the qualification.

Areas of good practice

The following is a summary of good practice found by external verifiers on their visits:

In relation to centre policies and procedures:

- ◆ Good candidate tracking systems showing progress through the qualification
- ◆ Well-presented policies and procedures in place as well as delivery systems

In relation to internal verification and assessments:

- ◆ Good support given to candidates from assessors and internal verifiers
- ◆ Robust internal verification reporting in evidence
- ◆ Comprehensive detailed feedback from assessors to candidates

In relation to realistic working environments:

- ◆ Working with clients provides candidates with valuable client and centre experience.
- ◆ Realistic working environments and links to good sporting facilities; continued links with internal and external organisations

In relation to candidate assessments:

- ◆ Candidate workbook assessment materials of a high standard
- ◆ Integration of units to help with completion and doubling-up assessments
- ◆ Use of technology and online assessments to aid completion of qualification

Other areas of good practice:

- ◆ Experienced centre assessors, internal verifiers and staff delivering SfW qualifications
- ◆ Opportunities to complete sports qualifications alongside SfW course
- ◆ SfW course enables candidates to achieve a qualification that candidates may not achieve in other subject areas

Specific areas for improvement

The following is a summary of areas for improvement found by external verifiers on their visits:

In relation to internal verification:

- ◆ Centres to include action points section in formalised internal verification reports
- ◆ Centres to ensure that records of assessors and internal verifiers are current
- ◆ Where internal verification has taken place, ensure that any recommendations are actioned
- ◆ Internal verification of the course materials would assist with highlighting any issues prior to course delivery
- ◆ Clearer internal verification planning and formalised evidence sampling recording

In relation to assessment material:

- ◆ Candidates to complete assessment material in a non-changeable format, eg pen
- ◆ For the unit, Assist with a Component of an Activity Session — ensure that both individual and group sessions are completed
- ◆ Ensure that assessors' observation reporting is completed in full.
- ◆ Advice was given by external verifiers on types of evidence to be gathered in some units
- ◆ Attention to ensuring all PCs have been covered in all units by recording on the appropriate paperwork
- ◆ Ensuring all assessment paperwork is completed by candidates
- ◆ Assessors to personalise individual candidate feedback comments rather than using generic comments for all candidates

In relation to course delivery:

- ◆ Some centres would benefit from a teaching plan for the SfW course
- ◆ Beneficial for delivery staff to have an input into recruitment of candidates