



**National Qualifications 2017
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

Skills for Work: Retailing at SCQF level 5

General comments

Of the six centres selected for verification this session, two centres had candidates registered for the award. In both cases, the centres were fully aware of the requirements for the qualification. Assessment records were completed accurately and qualification verifier comments confirmed agreement with the assessment decisions.

Internal verification procedures had been implemented in both centres and included monitoring of assessment decisions and standardisation activities.

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

Both centres visited were using the assessment support packs that are available for each unit. Centres provided evidence of standardisation activities which confirmed that assessors had discussed and agreed an approach to assessment, ie use of assessment records, and had familiarised themselves with the course requirements.

Evidence requirements

Centres provided evidence of standardisation activities relating to evidence and assessment requirements for each unit. There was a recommendation for one centre to plan standardisation activities along with internal verification interventions to ensure consistency in assessment judgements.

Administration of assessments

Centres had provided evidence of course administration that included timetables for delivery of units and dates for assessments. Both centres had assessment and internal verification procedures in place and with evidence of accurately completed assessment and internal verification records.

Both centres were using the assessment support pack assessment records and these contained feedback to candidates that confirmed the assessment decision. Where remediation was necessary, the assessor had provided advice on the further action required. Internal verification procedures in both centres confirmed the assessment decisions.

Areas of good practice

Areas of good practice included the following:

- ◆ Assessment records completed accurately with feedback to candidates
- ◆ Internal verification procedures being implemented effectively, eg the use of internal verification plan

Specific areas for improvement

Areas for improvement identified related to the further development of internal verification procedures. While internal verification activities are taking place, centres should be encouraged to incorporate all internal verification activities into the internal verification plan, ie internal verification monitoring, standardisation, and assessor meetings.