



**National Qualifications 2018
Qualification Verification Summary 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 Courses

Titles/levels of National Courses verified:

- ◆ C269 75 National 5 Skills for Work: Maritime Skills

which includes the following units:

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

General comments

Five candidates were interviewed over the course of the four external verification visits. All were extremely happy with the course, lecturing staff and facilities. They particularly enjoyed the hands-on aspect of the course. They felt that the Skills for Work qualification added to their other qualifications would put them in good stead for future employment. All agreed they had learned useful transferable skills.

The staff of all four centres administering and delivering the Skills for Work: Maritime Skills award demonstrated an in-depth knowledge of the requirements of the national standards. This was established through interviews with staff and documentation produced at the time of external verification.

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

Three of the centres exclusively used NAB material as provided by SQA. One centre used an adapted version of the NABs in order to have course learning material and assessments available on the centre's own online facility.

The staff of all four centres assessing the five individual units making up the award demonstrated to the external verifier in attendance that, through questioning and the production of relevant documentation, they were familiar with the unit specifications, instruments of assessment and exemplification materials.

Evidence requirements

Three of the centres made good use of NAB evidence and observational checklists appropriate to each unit in the traditional paper-based format while the fourth centre did essentially the same thing but in an online digital format.

The staff of all four centres assessing the five individual units making up the course demonstrated to the external verifier in attendance that, through questioning and the production of relevant documentation, they had a clear understanding of the evidence requirements.

Administration of assessments

By comparing the NAB marking schemes with the evidence of work presented, the external verifier in attendance determined that all assessment judgements sampled were accurate and fair and to the correct standard.

All four centres' internal verification processes were rigorous and highly effective. Each centre demonstrated that verification was carried out and recorded, following procedures and policies laid down by their individual institutions.

Areas of good practice

The following areas of good practice were reported:

- ◆ Extra value is added to the Maritime Skills course by putting all candidates forward for STCW certification in Elementary First Aid and Personal Survival Techniques.
- ◆ The centre makes excellent use of the services of experienced serving officers in the merchant navy as part-time instructors on the course.
- ◆ The centre has close ties with a local ferry operator and as such candidates are often given the opportunity to visit the bridge, engine room and other key areas of a large ferry. This makes the course more realistic and gives an in depth understanding to the candidates that can be put to good use during assessment.
- ◆ To add interest and to further enhance the candidates' knowledge of maritime skills, the centre runs sessions on the TRANSAS marine simulator. This adds value when it comes to assessments of units.
- ◆ High quality course and assessment material has been produced by the centre's staff and is available through the Moodle online learning environment.

Specific areas for improvement

The following areas for development were reported in one centre:

- ◆ Encourage candidates to raise the standard of their portfolios in terms of order of contents, presentation, neatness, writing and grammar. Often answers were not fully developed. It was found on several instances that only a few words were used as a response to a question.
- ◆ Assessors should ensure the unit assessment records that accompany the NABs are completed and signed off where required. Candidates should also be encouraged to sign off sections appropriate to themselves.
- ◆ Ensure that action points raised during internal verification are signed off when completed.