



**National Qualifications 2016  
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 courses

## Group Award C269 75 Skills for Work: Maritime Skills (National 5)

- ◆ 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

Three centres were externally verified during 2015–16 and all three visits were deemed successful.

All candidates were successful in gaining the overall award and for many it enhanced employment opportunities.

The staff of all three centres administering and delivering the skills for Work: Maritime Skills award demonstrated an in-depth knowledge of the requirements of the national standards.

Candidates were interviewed at time of external verification. All were extremely happy with the course, lecturing staff and facilities. They particularly enjoyed the hands-on aspects of the course. They felt the SfW qualification added to their other qualifications would put them in a good position to obtain future employment. All agreed they had learned useful transferable skills.

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

All three centres exclusively used NAB material as provided by SQA.

The staff of the three centres who assessed the individual units making up the award demonstrated to the external verifier through questioning that they were familiar with the unit specifications, instruments of assessment and exemplification materials.

## Evidence requirements

All three centres made good use of NAB evidence and observational checklists appropriate to each unit. Candidate Unit Assessment Records and Unit Class Records were readily available for scrutiny by the external verifier.

The staff of the three centres assessing the individual units making up the award demonstrated to the external verifier that they had a clear understanding of the evidence requirements.

## **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 external verifier determined that all assessment judgements samples were accurate and fair and to the correct standard.

For all three centres, the internal verification process was 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**

### **Centre 1**

The centre offered added value by giving candidates the opportunity to gain RYA qualifications in conjunction with those of SfW Maritime Skills. The additional qualifications offered being, Power Boat Level 2; First Aid; Day Skipper Theory; Diesel Engine Maintenance; and Sea Survival.

Other areas influential to good practice identified were: candidates attended a residential course at the Rosyth Naval Base (submarines); guest speakers from within the maritime industry used throughout the course.

One staff member produced Candidate Logbooks specific to all units of the group award. Not only did they provide an overview of coursework requirements and track the candidate's progress, they were integral in the assessment and internal verification process.

### **Centre 2**

The centre had a small team delivering SfW Maritime Skills. In addition to lecturers with a marine background there was a lecturer whose task it was to develop, nurture and support the Core Skills embedded within the course. These being, Numeracy, IT, Communication, Problem Solving and Working with Others. The centre offered added value by giving candidates the opportunity to gain RYA and STCW qualifications in conjunction with those of SfW Maritime Skills. The additional qualifications offered were: RYA Power Boat Level 2; RYA Marine Radio Short Range; STCW Personal Survival Techniques; STCW Elementary First Aid; and STCW Personal Safety and Responsibility.

The centre recently purchased a Seaward 25 vessel. The use of this vessel added an extra dimension in practical seamanship and boat handling to the course.

Being situated in the north west of Scotland, at times the weather can prevent candidates and lecturers alike travelling to the centre. To overcome this problem staff and candidates were enrolled on a Cisco system similar to Skype, whereby

teaching and assessments could be undertaken from the relevant participants' homes.

### **Centre 3**

A holistic approach of assessment was adopted for a candidate with special needs.

The centre offered added value by giving candidates the opportunity to gain RYA Powerboat 2 certification.

Electronic navigational charts and marine radar simulation were installed at the lecturer's station, the use of which enhanced the learning experience of the candidates.

### **Specific areas for improvement**

For Centre 3, additional demonstration and teaching aids could be sourced. For example, a board could be made up showing all the different types of knots and splices together with examples of ropes and wires as used for the course. A further example might be different marine components as found on boats.