



Skills for Work

**Qualification Verification Summary Report
2024–25**

Sport and Recreation

Verification group number: 403

Skills for Work Courses

The following group award and units were verified during this session:

C219 75 National 5 Skills for Work: Sport and Recreation

J16H 75 Assist with a Component of Activity Sessions

J16J 75 Employment Opportunities in the Sport and Recreation Industry

J16L 75 Assist with Fitness Programming

J16N 75 Assist with Daily Centre Duties

General comments

All verification activity was conducted through face-to-face visits. It was evident that centres continue to demonstrate a sound understanding of the standards required for the National 5 Skills for Work award. Assessors and internal verifiers displayed strong knowledge of unit specifications and assessment requirements. Candidate portfolios were generally well organised and reflected appropriate progress through the award.

Many centres had comprehensive internal verification procedures in place, with evidence of pre-delivery, during-delivery, and post-delivery quality assurance practices. Centre staff showed enthusiasm and commitment to providing valuable, real-life learning experiences for candidates.

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

All centres used SQA's Assessment Support Packs, with several modifying these to better suit their own delivery methods and candidate needs. There was widespread evidence of varied assessment approaches, including observation checklists, written assessments, feedback sheets, and verbal feedback.

Some centres enhanced candidate understanding by including outcome criteria within unit booklets and used tracking documents to monitor candidate progress against assessment standards.

Evidence requirements

Candidate portfolios generally met the evidence requirements outlined in the unit specifications. Centres provided detailed evidence of candidate learning through structured workbooks, lesson plans, photographs, and assessor observation reports. All centres adhered to SCQF level 5 standards when making assessment decisions.

Administration of assessments

Assessor feedback was detailed and constructive, with most centres offering both verbal and written feedback. Candidates were informed of their strengths and areas for development, often through direct observation reports and reflective session reviews. Centres showed a commitment to supporting learners through structured assessment timelines and ongoing guidance.

Learning and teaching

Many centres enhanced delivery through real-world experiences such as:

- ◆ guest speakers
- ◆ external facility visits (such as leisure centres, gyms)
- ◆ engagement with Active Schools coordinators
- ◆ work placements and coaching events

Some centres utilised platforms like Microsoft Teams or used technology (such as iPads) to streamline feedback delivery. These approaches increased engagement and helped candidates connect theory with practice.

Overall assessment

All centres presented robust evidence of sound assessment judgements. Internal verification records, sampling strategies, and detailed standardisation meeting minutes reflected a consistent approach to maintaining standards across delivery teams.

Verification

The majority of centres demonstrated strong internal verification systems, with clear allocation of roles and responsibilities. Several reports note the use of the SQA internal verification toolkit as an area of good practice. Most centres conducted verification before, during, and after delivery, and some provided additional support for new staff through spot checks or mentoring.

Areas of good practice reported during session 2024–25

External links

- ◆ strong partnerships with local primary schools and sports centres
- ◆ real-world opportunities through coaching events and placements
- ◆ guest speakers and visiting professionals contributing to the Employability and Fitness units
- ◆ use of Active Schools and national governing body initiatives to enrich practical delivery

Assessment

- ◆ clear, constructive and personalised assessor feedback
- ◆ adaptation of Assessment Support Packs to reflect real-life working contexts
- ◆ use of digital tools (such as Microsoft Teams, iPads) to streamline and personalise assessment and feedback

Specific areas for improvement reported during session 2024–25

External links

- ◆ Some centres are encouraged to further develop external links to enhance delivery of the Centre Duties and Employability units.
- ◆ Consider increasing use of guest speakers and placement experiences to improve candidate exposure to industry.

Verification

- ◆ Ensure up-to-date SQA Assessment Support Packs are used across all units.
- ◆ Improve clarity and structure of candidate workbooks, particularly where assessments have been modified.
- ◆ Ensure all evidence requirements are fully met and mapped clearly to learning outcomes.