



**National Qualifications 2022**  
**Qualification Verification Summary Report**  
**Skills for Work: Sport and Recreation**

Verification group number: 403

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

# Skills for Work Courses

Titles/levels of National Courses verified:

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

### **Group award code: C219 74**

- J15E 74 Sport and Recreation: Assist with Activity Sessions
- J15F 74 Sport and Recreation: Dealing with Facilities and Equipment
- J15J 74 Sport and Recreation: Skills for Employment
- J15M 74 Sport and Recreation: Dealing with Accidents and Emergencies
- J15R 74 Sport and Recreation: Personal Fitness

## **Skills for Work: Sport and Recreation (National 5)**

### **Group award code: C219 75**

- J16H75 Sport and Recreation: Assist with a Component of Activity Sessions
- J16J75 Sport and Recreation: Employment Opportunities in the Sport and Recreation Industry
- J16L75 Sport and Recreation: Assist with Fitness Programming
- J16N75 Sport and Recreation: Assist with Daily Centre Duties

### **General comments**

All verification was carried out remotely for this verification group. Two centres were verified for both C219 74 Skills for Work: Sport and Recreation (National 4) and C219 75 Skills for Work: Sport and Recreation (National 5) and the remaining centres for C219 75 Skills for Work: Sport and Recreation (National 5). The verification outcome for all but one centre was accepted with the other centre being accepted following review. It was evident from the qualification verification carried out that the centres have a clear and accurate understanding of the requirements of the National 4 and National 5 standards.

One issue was identified regarding sufficiency of candidate evidence to show that National 5 standards were being met. Evidence being produced by candidates, and assessment decisions being made, showed that most centres understand the standards needed for the candidates to achieve the units that comprise these two group awards.

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

All centres are using SQA devised assessment instruments (ASPs) for National 4 and National 5 Skills for Work qualifications. The updated versions are dated 2020. One centre was using the previous versions of the ASPs, however as the units were in progress this was rectified and the centre was subject to a further

verification review. In one centre there was evidence of centre devised assessment instruments for one unit within the National 5 award. These had been prior verified.

Centres made use of the SQA ASP marking guidelines. There was no evidence of the marking schemes being amended or added to.

Centre documentation showed that judgements were based on the requirements for the units and the marking guidance in the assessment support packs. Overall, the assessor observation sheets were fully completed and there was evidence of constructive comment being made to candidates throughout the marking process. There was good evidence of regular staff meetings to discuss and ensure the candidates are meeting the required standards for each unit.

### **Evidence requirements**

The standard of evidence presented by centres was both appropriate and acceptable in meeting the requirements of the Skills for Work: Sport and Recreation courses at National 4 and National 5 level.

Centres provided the candidate evidence that was agreed in the verification visit plan, including internal verification policies, sampling plans, verification feedback to assessors, and notes from meetings. In the documentation provided there was evidence of sound assessment judgements being made and internal verification supporting the assessment process.

### **Administration of assessments**

There was evidence in most centres of effective internal verification processes being in place. Documentation was in place that supported the process including details of the sample being carried out, feedback to assessors, and noted actions required. In some centres this feedback was detailed, and clearly demonstrated how assessment judgements had been made.

It was highlighted in one centre using previous NABs that, had an effective pre-delivery check been in place, as part of the internal verification process, this would have identified that more up to date ASPs were available. Centres should make sure that assessment instruments are checked prior to delivery as part of the 3-stage internal verification procedure.

In a number of centres, it was commented on that feedback to candidates was detailed, positive, highlighted areas of strength, and identified areas for development.

### **Areas of good practice**

Centres have had to adapt the way they deliver the qualification due to the COVID-19 situation. They have done well and ensured the standards are still being met in difficult circumstances.

There were a number of good practice points highlighted in this session's reports:

- ◆ It is obvious the staff have worked as a team in their approach to assessment, evidence of how assessment judgements have been made, and evidence of supportive and robust internal verification procedures.
- ◆ One centre had developed good links (despite the pandemic restrictions) with local industry practitioners in the form of a rugby development officer and swimming pool operator to enhance candidates' industry knowledge through course delivery and industry talks.
- ◆ The candidate workbooks were excellent and provided clear evidence of outcomes being achieved and recorded.
- ◆ There was evidence of great support, and time, for each candidate from the assessor, who in turn was well supported by the internal verifier.
- ◆ The centre was exemplary in terms of the approach to assessment, evidence of how assessment judgements were made and evidence of supportive and robust internal verification procedures. There was good, useful and effective feedback to individual candidates, as evidenced in the candidate assessment records.
- ◆ The candidate teaching packs were clearly linked to the outcomes for each unit. By completing these materials, the outcomes were achieved for each unit.
- ◆ The centre provided good photographic evidence to further enhance the knowledge and understanding element of the candidate journey.
- ◆ The presentation slides for each unit were very helpful and made it clear to candidates what was expected of them for each unit.

### **Specific areas for improvement**

The following have been recorded in this session's reports as areas for development.

- ◆ Ensure that any reference to NABs in documentation is changed to ASPs.
- ◆ Ensure any action points for the assessor are checked off once actioned.
- ◆ Use the SQA Internal Verification Toolkit to update internal verification documentation, and ensure the internal verification process is robust and assessment materials being used are up to date. There was also specific reference to the internal verification of assessment instruments prior to delivery.
- ◆ There should be feedback throughout the assessments to confirm good practice or areas where the candidate can develop their levels of competence.