



CCEA Level 1 Award in Employability (QCF)
CCEA Level 2 Award in Employability (QCF)

(January Series) 2014

Principal Moderator's Report

employability

(Level 1 and Level 2)

Foreword

This booklet outlines the performance of candidates in all aspects of CCEA's Level 1 and 2 Awards in Employability (QCF) for this series.

CCEA hopes that the Chief Examiner's and/or Principal Moderator's report(s) will be viewed as a helpful and constructive medium to further support teachers and the learning process.

This booklet forms part of the suite of support materials for the specification. Further materials are available from the specification's microsite on our website at www.ccea.org.uk

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LEVEL 1 AND 2 AWARDS IN EMPLOYABILITY (QCF)

Principal Moderator's Report

Positive Comments

- The standard of work produced by the centres was excellent both in the presentation of portfolios and the evidence provided to meet the criteria.
- The number of centres entering candidates for both Level 1 and Level 2 in Employability continues to be a very popular and successful option for students.
- All the criteria for the specifications have been covered at both levels.
- Where centres had submitted photographic evidence this has proved to be a useful tool in enhancing the portfolios. This was especially the case in the unit 'Working in a Team'.
- Where more than one teacher was involved in teaching the course there was good use of internal standardisation.
- Tutors and assessors had included excellent feedback to the learners.
- There was considerable evidence to suggest that the learners felt that the work they were carrying out was extremely relevant.

Recommendations

- All portfolios should have the name of the candidate, candidate number, centre name and centre number and units completed on a cover sheet as shown in the CCEA Student Booklets.
- Each portfolio should be sub-divided into the four units completed and a tracking sheet included with page numbers annotated within that particular unit.
- Tracking sheets and worksheets for units not being submitted should be removed from the portfolios.
- Where possible, candidates should be encouraged to individualise their portfolios and not to rely on centre-based hand-outs to complete all of their work.
- Students who have completed Level 1 successfully, and are entering portfolios for Level 2 are not required to re-submit all their Level 1 evidence. They should submit a photocopy of their level 1 certificate plus the additional evidence or new units required for Level 2.
- CCEA does **not** permit the submission of memory sticks due to the risk of viruses.
- Tutors who deliver Employability are to be encouraged to attend training days where they will be given the opportunity to talk to other tutors, seek support and advice, discuss concerns or to share good practice.
- The team offers their sincere thanks to all tutors for their continuing hard work and commitment.

Contact details

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