



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

(Summer 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

Contents

Principal Moderator's Report	3
Contact details	5

LEVEL 1 AND 2 AWARDS IN EMPLOYABILITY (QCF)

Principal Moderator's Report

Positive Comments

- The standard of work produced by the majority of centres was very good both in the presentation of portfolios and the evidence provided to meet the criteria in the specifications.
- The number of centres entering candidates for both Level 1 and Level 2 in Employability Skills 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 an invaluable tool in enhancing the portfolios. This was particularly excellent in the unit 'Working in a Team.'
- Where more than one teacher was involved in teaching the course there was excellent use of internal standardisation.
- There was excellent video evidence from one centre.
- 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

- Ensure that candidates are entered for the correct units.
- All portfolios should have the name of the candidate, candidate number, centre name, 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.
- To facilitate moderation, it is extremely important to indicate clearly which four units each candidate had completed.
- Candidates need to complete the relevant tracking sheets for each unit.
- Tracking sheets and worksheets for units not being completed should be removed from the portfolios.
- Portfolios should not include materials which are not personalised by candidates. Portfolios which contain teacher notes or handouts are difficult to moderate.
- Where possible, candidates should be encouraged to individualise their portfolios rather than rely on centre-based handouts to complete all of their work.
- Students who have completed Level 1 successfully and are entering portfolios for Level 2 should **not** submit all of their evidence from Level 1. A photocopy of their Level 1 certificate plus the additional evidence or new units required for Level 2 will suffice.

- Memory sticks should not be submitted because of the risk of viruses. They are **not** permitted by CCEA.
- Tutors who deliver Employability Skills 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.

My sincere thanks to all the teachers/and tutors for their continuing hard work and commitment.

Contact details

The following information provides contact details for key staff members:

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