



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

(Summer Series) 2015

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

Portfolios for Level 1/Level 2

The standard of work in all of the portfolios in both Level 1 and Level 2 was excellent and met the assessment criteria. Presentation was also very good.

LEVEL 1

All the criteria for all four units were met with all candidates making very good use of the tracking sheets and worksheets from the student booklet. Some candidates had produced very individualised work to illustrate and enhance their portfolios to a very high standard with excellent photographic evidence. The teacher annotation and feedback to the candidates were very good.

LEVEL 2

All of the portfolios in Level 2 were well presented and each candidate had used the tracking sheets and worksheets from the student booklet very successfully. The Level 2 portfolios had been individualised with additional work included to produce detailed scripts for each unit, which were very good in the quality and amount of work produced. Some excellent and relevant photographic evidence was also produced. The teachers and feedback to the candidates was excellent from most of the centres.

Recommendations For All Centres

- 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.
- Ensure that the portfolios are held together because loose pages can be mislaid or misplaced in transit.
- Where possible, photographic evidence should be used to enhance and personalise the portfolios especially in units such as 'Working with Colleagues,' 'Working in a Team' and 'Health & Safety in a Workplace.'
- Candidates should be encouraged to individualise their portfolios and not to rely on centre-based handouts to complete all of the work.
- Tutors should ensure that all evidence relating to a unit is included before submission for moderation.
- Tracking sheets and worksheets for units not being completed should be removed from the portfolios.

- Tutors who deliver Level 1 and Level 2 Awards in Employability are to be encouraged to attend the CCEA Agreement Trial where they will be given the opportunity to talk to other tutors, seek advice, discuss concerns and to share good practice.

A very sincere thank you to all of the teachers and candidates for their hard work and high standard of work produced.

Contact details

The following information provides contact details for key staff members:

- Specification Support Officer: Nola Fitzsimons
(telephone: (028) 9026 1200, extension 2235, email: nfitzsimons@ccea.org.uk)
- Subject Officer: Dr Elaine Horner
(telephone: (028) 9026 1200, extension 2197, email: ehorner@ccea.org.uk)