

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

January Series 2017

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 Skills (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	4

LEVEL 1 AND 2 EMPLOYABILITY SKILLS (QCF)

Principal Moderator's Report

Only one portfolio from one centre was entered for the QCF January series.

Level 2

The standard of work in the portfolio was excellent. All the specifications for Level 2 were met and the standard of evidence produced met the criteria and specifications for each unit. The candidate had made very good use of the tracking booklet. In addition the portfolio had been individualised with additional work included to produce detailed scripts for each unit.

Recommendations for all candidates

- 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
- 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.'
- Where possible, candidates should be encouraged to individualise their portfolios and not to rely on centre-based handouts to complete all of their 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 employability Skills are to be encouraged to attend Training Days where they will be given the opportunity to talk to other tutors, seek advice, discuss concerns or to share good practice.

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)
- Officer with Subject Responsibility: Elaine Horner
(telephone: (028) 9026 1200, extension: 2197, email: ehorner@ccea.org.uk)