



CCEA Level 1 Award in Employability
CCEA Level 2 Award in Employability

Summer Series 2018

Principal Moderator's Report

employability

(Level 1 and Level 2)

Foreword

This booklet outlines the performance of candidates in all aspects of CCEA's Vocational Related Qualification Awards in Employability Skills (VRQ) 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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VOCATIONAL RELATED QUALIFICATION IN EMPLOYABILITY SKILLS

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 ranged from good to very good in their presentation and the candidates had met all of the standards to satisfy the standards required by CCEA.

Level 1

The criteria for all four units were met with candidates making very good use of the tracking sheets and worksheets from the student booklet. A number of centres had generated innovative worksheets to supplement and enhance the portfolios. Some candidates had produced excellent photographic evidence. The teacher annotation and feedback to the candidates in the majority of centres was good. However, quite a few centres had included generic photocopied PowerPoint presentations which had no relevance because they did not reflect individual or independent work by the candidates. Some of these photocopied pages were common to at least three centres.

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 booklets very successfully. Many Level 2 portfolios were very good in the quality and amount of work produced. Some excellent photographic evidence was also produced. The teacher annotation and feedback to the candidates was good from most of the centres.

(Some centres in both Level 1 and Level 2 had not submitted the four units together in one portfolio so I have included the following recommendations below.)

Recommendations for all Centres

1. 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.
2. Each portfolio should be sub-divided into the four units completed and a tracking sheet included with page numbers annotated within that particular unit.
3. The portfolios should be held together with at least treasury tags because loose pages can be mislaid or misplaced in transit.
4. 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.'
5. Candidates should be encouraged to individualise their portfolios and not to rely on centre-based handouts to complete all of their work. Photocopied pages such as identical PowerPoints should NOT be submitted as evidence.
6. Tutors should ensure that all evidence relating to a unit is included before submission for moderation.

7. Tracking sheets and worksheets for units not being completed should be removed from the portfolios.
8. Tutors who deliver Employability Skills are to be encouraged to attend CCEA training events where they will be given the opportunity to talk to other tutors, seek advice, discuss concerns and share good practice in addition to be given detailed guidance on collating portfolio evidence.

A very sincere thank you to all of the teachers and candidates for their hard work and the very good standard of work produced in 2018.

Contact details

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