



CCEA Level 3 Certificate of Personal Effectiveness
Summer Series 2023

Principal Moderator's Report

Certificate of

personal
effectiveness

(Level 3)

Foreword

This booklet outlines the performance of candidates in all aspects of this specification for the Summer 2023 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

Assessment Unit 1	Introduction to Working with Others	3
Assessment Unit 2	Introduction to Improving Own Learning and Performance	3
Assessment Unit 3	Introduction to Problem Solving	4
Assessment Unit 4	Planning and Carrying Out a Piece of Research	4
Assessment Unit 5	Communicating through Discussion	4
Assessment Unit 6	Planning and Giving an Oral Presentation	5
Contact details		6

LEVEL 3 CERTIFICATE OF PERSONAL EFFECTIVENESS

Principal Moderator's Report

Internal Assessment Overview

Most candidates presented well organised portfolios, which demonstrated achievement of the Level 3 standards. However, there are still some candidates whose Plan, Do and Review sheets lack detail and too much emphasis is placed upon supplementary evidence.

Assessment Unit 1 Introduction to Working with Others

Unit Overview

- The majority of candidates carried out a Challenge relating to the Active Citizenship module.
- It is important that the candidate's role in the team is clearly demonstrated in the Plan, Do and Review documentation, their individual action plan and any additional evidence; if an Activity Log is included it should be personal outlining the work/ activities carried out by the candidate.
- Many candidates made good use of additional evidence including an activity log, witness statements, minutes of meetings, photographs etc. It should be remembered however that only additional evidence which demonstrates the candidate's work in the team should be included in the portfolio.

Assessment Unit 2 Introduction to Improving own Learning and Performance

Unit Overview

- Enrichment Activities were used by most candidates to provide evidence for the standards outlined in this unit. However, it is important that they set three SMART targets, one of which relates to how they learn, as this will assist them in reviewing their progress.
- Some candidates still do not provide evidence of seeking feedback and support to help meet his/her targets; this feedback should be sought at least twice and clearly demonstrated in the additional evidence e.g. Learning Logs witnessed by tutors/ instructors etc.
- It is important that candidates focus on their learning in the Review documentation i.e. what they have learnt, how they have learnt it and how they can improve their learning/performance in other situations in the future.

Assessment Unit 3 Introduction to Problem Solving

Unit Overview

- Most candidates carried out a Challenge relating to the Career Planning Module. However, it is important to remember that at Level 3 candidates are required to solve a complex problem i.e. the problem should have a number of sub-problems, with several ways of tackling it, as this allows candidates to use a variety of methods and compare possible approaches to solving the problem.
- Centres are still misinterpreting Standard PS3.1.2
“Select and use a variety of methods to come up with different ways of tackling the problem”
In their evidence candidates tend to list possible methods for solving the problem rather than how they will determine the three methods they describe and compare in PS 3.1.3.
- If this unit is combined with R3 it is important that candidates not only annotate their research to indicate which information/data is relevant to the research objectives but also state how it has assisted them in solving the problem.
- When evaluating each stage of their approach to problem solving it is essential that they explain what went well and what could be improved; reasons should also be included.
- It is important in this unit that candidates clearly demonstrate the process they used to solve their problem.

Assessment Unit 4 Planning and Carrying Out a Piece of Research

Unit Overview

- Candidates provided evidence which demonstrated they had considered a wide variety of sources when researching their information. However, many candidates drew conclusions without justifying them e.g. Why are the courses and universities chosen suitable for them?
- When presenting their findings in this Unit candidates must do so using two distinct methods e.g. a PowerPoint presentation and a written report.

Assessment Unit 5 Communicating through Discussion

Unit Overview

- Good evidence was provided by candidates of participating in a discussion with three or more people. However, deciding on which product to sell in their mini-company or which charity to raise money for does not constitute a complex discussion. (Please see the L3 standards and Guidance for the definition of complex subjects and materials)

Assessment Unit 6 Planning and Giving an Oral Presentation

Unit Overview

- Most candidates made good use of PowerPoint to meet the standards required for this unit.
- In this Unit supplementary evidence should include a storyboard and speaker's notes to demonstrate that the candidate has planned an eight minute presentation.
- Candidates in the main included relevant images e.g. graphs, photographs, diagrams etc; however, these must be referred to during the presentation as they should be used to illustrate points.

Contact details

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