

**Accreditation for Life and Living (00339)
Chief Co-ordinator's Annual Report October 2009 – August 2010**

Introduction

This report is based on feedback from OCR External Moderators following the external moderation meetings held during 2009/10. Centres that have attended a moderation meeting are advised to read this report in conjunction with their individual centre report. Centres submitted evidence across each of the ten skill areas and many individual centres submitted evidence for each of the skill areas.

All documentation for the scheme is available to download from the OCR website – www.ocr.org.uk. Centres are advised to download the Centre Handbook annually to ensure that they have an updated copy for reference. Centres are reminded that the relevant scheme paperwork - module specifications, individual module assessment records, generic observation record and the internal/external moderation paperwork are available to download from the website. In addition, centres are also reminded that exemplars of a completed assessment record, observation record, the administration paperwork and a number of 'frequently asked questions' are also available to download.

Appropriateness of activities

The majority of centres used appropriate and diverse activities from their centres' curriculum and sometimes the candidates' individual curriculum to evidence the different skill areas. Activities were mostly at an appropriate level for individual learners, offering progression through different modules in skill areas or across levels. The most effective centres had clearly given candidates opportunities for consolidation of learning throughout the skill areas claimed.

There continues to be some evidence to suggest that a few centre assessors do not always use the full scheme specifications at their planning stages. Centre assessors have sometimes relied solely on the 'Evidence must show you can' statements on the individual module assessment records when devising and planning activities. Where this has happened centres have experienced problems at external moderation. Centres are strongly encouraged to always refer to the full specifications for each module particularly at the planning stages of their work with candidates. The full specifications give examples of activities which are appropriate both for the module and the level of candidate that the module is intended for. These are intended to guide centres towards ensuring that activities selected are appropriate for both the module and grade.

Sufficiency of evidence

OCR moderators reported that the majority of evidence submitted by centres clearly met the requirements and standards for the individual skill areas. The standard in the evidence

moderated at this year's meetings was in many cases quite impressive. Centres generally presented evidence which was thorough, appropriate and succinctly structured. Evidence was appropriate to the relevant individual learner as well as the module and skill area. Much evidence presented was annotated clearly and in a focussed manner which gave a clear indication of 'what' and 'how' the candidate had achieved. Centres used observation records creatively and extremely effectively meeting the standards for a complete module rather than as a single evidence statement. Evidence was in the main clearly annotated describing 'how' it related to the individual learner and 'what' had been observed. Most centres opted to use the OCR Observation Record template and where this was completed with a clear descriptor on 'what' and 'how' the candidate had completed activities and tasks it provided valuable evidence for the 'Evidence must show' statements.

Very few centres did not provide evidence of an acceptable standard. Problems occurred where each of the 'Evidence must show you can' module standards had not been individually or accurately evidenced. Occasionally, the standards were misinterpreted, evidence lacked relevant and focussed annotation or the evidence focussed around the quantity of evidence rather than the quality of evidence. Certification Claim Status was not achieved for those skill areas where evidence was not of an acceptable standard.

Quality of assessment

The quality of assessment is reported by the external moderators to have generally improved this year. Assessment Records were mostly fully and accurately completed including a clear indication of the evidence location and completed feedback that was addressed to the candidates. Successful centres continue to complete the records fully. A number of centres continue to provide on-going assessment and feedback to candidates throughout the module evidence.

A few centres continue to have some disparity amongst their individual assessors as to the quality of their centre assessment. For example, within a centre a single assessor may continue to inaccurately complete the 'Evidence Location' and the 'Feedback to the candidate on evidence assessed'. The 'Evidence Location' was often not sufficiently specific by for example, page numbering the evidence location. In the 'Feedback on evidence assessed' section, the feedback was not always addressed to the candidate and in some instances was the equivalent of an observation statement or a replication of the 'Evidence must show' statements. Where this disparity exists centres are advised to be more thorough in their internal moderation procedures.

Quality of internal moderation

The quality and standard of centre internal moderation was again of an improved standard compared with last year. Some centres with a very large number of assessors across a number of sites provided evidence of a very thorough and useful internal moderation. In contrast some very small centres with single assessors also provided evidence of a thorough and useful internal moderation.

External moderators reported problems where the internal moderator did not provide sufficient or relevant detail within the sampling rationale. Detail from the Sampling Rationale provides the external moderator with essential detail regarding the centres process and

reasoning for the centres' individual internal moderation. Centres are advised to view the exemplar Internal Moderation Sampling Record on the OCR website www.ocr.org.uk

A number of centres continue to use 100% sampling of their assessors. Where assessors are experienced and there have been few issues, internal moderators are advised to restrict their internal moderation sample to one which is appropriate for their individual centre. Internal moderators were more generally thorough this year in providing the written feedback for each assessor. Where actions for an assessor were identified these were mostly actioned and recorded as such.

External moderation

Centres are reminded that the bookings for the external moderation meetings in May/June 2011 can be made from January 2011 via the OCR website. Centres need to ensure that they book within the time framework in order to ensure they get a place at the meeting of their choice.

Centres are also reminded to send the internal moderation paperwork and the external moderation candidate form to the external moderator four weeks before the date of the moderation meeting. If centres do not meet the deadline they will not be allowed to attend that meeting. There is no requirement that all candidate work for all modules has to be complete by the date of entry. Rather, the external moderation process is a check on a sample of the assessments of each assessor and each skill area submitted – there is no need to wait for modules to be completed by all candidates. Centres are reminded to complete the external moderation candidate form with the assessor initials not ticks. Please send two copies of the external moderation candidate form, the internal moderation paperwork (both forms) and a stamped, addressed envelope to the external moderator. It is the centre's responsibility to ensure the paperwork is in order and submitted on time. Very few centres were unsuccessful in obtaining certification claim status for the skill areas they required.

Advice for centres

Centres should ensure that:

- All relevant centre staff are all familiar with an up to date version of the Centre Handbook
- All staff involved with the scheme delivery must be encouraged to refer to the full standards for each module and not just the evidence statements as listed on the Assessment Record.
- Evidence shows how all of the module requirements 'Evidence must show you can' statements have been met
- Assessment Records for individual modules are be completed fully – the evidence location/assessment decisions/feedback sections are the records that show that assessment of the evidence has taken place
- The Internal Moderator's Sampling Record identifies a clear and thorough sampling rationale
- Actions identified on the Internal Moderator's Report on Assessment Decisions for the assessor are completed prior to external moderation.

- Internal moderation records are made available to the OCR Moderator four weeks before the external moderation meeting
- Centre staff visit the OCR website regularly to check for updates concerning the scheme

Book your place for the external moderation meeting in good time via the OCR website www.ocr.org.uk – booking available from January 2011

The standards, assessment, internal moderation paperwork and external moderation candidate forms (including completed examples) are all available on the OCR website www.ocr.org.uk

For September 2010, OCR has developed a Qualifications and Curriculum Framework (QCF) version of Accreditation for Life and Living (ALL) and its sister scheme National Skills Profile (NSP), called Life and Living Skills. OCR will continue to offer the existing ALL and NSP schemes until at least 31 August 2011, with certification available for a further period. All information about the new Life and Living Skills qualification is available on the OCR website. Life and Living Skills incorporates units at Entry Levels 1, 2 and 3 across a range of skill areas and is available for entries and certification from September 2010.

Training 2010-11

To help support centres with the new Life and Living Skills qualification, OCR is running free half - day events from this autumn to provide information and support for staff and centres. More in depth full day events, also free, will be available from January 2011.

For further information about dates/venues and to arrange in-house training, centres should check out the information on the OCR website http://www.ocr.org.uk/qualifications/type/qcf/pre_wor/el_1_3/documents/index.html

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