

**Scottish Qualifications Authority**  
**Qualification Support Team: Hospitality And Professional Cookery**

Action Grid for the 5th Meeting – Thursday 27<sup>th</sup> September 2007

REF	AGENDA/MINUTE TITLE	NOTES OF DISCUSSION/ACTION AGREED	ACTIONEES	TARGET DATE
5/1	Welcome and apologies	Members of the group were welcomed and apologies given.		
5/2	Action Grid of 4 <sup>th</sup> meeting	The Action Grid of the last meeting was agreed as an accurate record of the meeting.		
5/3	Matters arising	<p><b>Heads of Hospitality Forum</b> It was reported that this event was well received. The workshop on Graded Units was very positive.</p> <p><b>HN Events</b> It was noted that the Unit development for the Events HN is still underway. The issues around levelling of the units prolonged the process. The group award validation will take place after the Unit validation is complete.</p>		

	Matters arising cont.	<p><b>Support materials update:</b> See item 5/4</p> <p><b>Graded Units</b> The group commented that some centres are having problems getting information on changes. Although headline information on changes is contained within update letters which are available from the Hospitality subject page on the open area of SQA's website, details of specific changes are sometimes only available via the secure site. Alternative ways of getting information to staff delivering awards will be investigated.</p> <p><b>Core Skills</b> An update will be sought on Core Skills claims for:</p> <ul style="list-style-type: none"> <li>• Hospitality Supervision – Working with Others</li> <li>• Management of Food and Beverage – Working with Others and Problem Solving</li> </ul> <p>The updating of the Core Skills Framework is due to be validated by Dec 07. Audits will be based on the current framework until August 08.</p> <p><b>Unit issues update:</b></p> <ol style="list-style-type: none"> <li>1. HRM 1 and 2 – Both have now been numbered (F1F7 34 and F1HF 34) and added to the frameworks</li> <li>2. Alcoholic Beverages – see item 5/8</li> <li>3. Accommodation Servicing – assessment material to be reviewed as a basis for revising the current Assessment Exemplar</li> <li>4. Writers to be identified for HRM Assessment Exemplar</li> </ol>		
--	-----------------------	--	--	--

	Matters arising cont.	<b>Portfolio Review</b> See item 5/10		
5/4	<b>HN Support Materials Update – ESF Monies</b>	<p><b>Assessment Exemplar update:</b></p> <ol style="list-style-type: none"> <li>1. The exemplar pack for Hospitality Industry is now available on the secure sections of SQA’s website.</li> <li>2. The exemplar pack for Food Hygiene is now available on the secure website.</li> <li>3. The Existing Graded Unit Assessment Exemplars will be updated to show marked candidate responses.</li> <li>4. Amendments have been made to the Managing Hospitality Financial Resources unit exemplar, the revised version will be added to the secure website in the near future.</li> <li>5. An amended draft Assessment Exemplar for Integrated Production Cookery is now with Word Processing. It is hoped this will be available before the start of next session.</li> </ol> <p><b>Student Guides</b> No Hospitality units have been identified as a priority for revision. Funding allocated to Hospitality will be used in the exemplification of standards for Graded Units.</p>		

5/5	<b>Evaluation:</b>  <b>Summary return – candidates</b> <b>Summary return – centres</b>	<p>There has been a poor response from both the candidate and centre surveys. It was agreed that this could be due to timing.</p> <p>There was not enough information in the survey results to inform topics for a networking meeting, therefore it was agreed that the team would meet in December to discuss and plan for a network meeting in January. In the meantime an email should be sent to Hospitality practitioners to encourage them and their candidates to complete the survey.</p>		
5/6	<b>Verification Update:</b> <b>Senior Verifier Report</b>	<p>The Senior Verifier Report for 2007 was noted and discussed. Candidate’s use of pencil was discussed and it was generally agreed that it would be good practice to discourage this in summative assessments.</p> <p>The team discussed the challenges in delivering graded units, especially for centres selected for verification. It was noted that SQA’s strategy for verification of Graded Units in session 2007/8 be communicated to the group as soon as possible.</p> <p>It was agreed that the networking meeting in January would be a good opportunity to get feedback from centres on an alternative Graded Unit Assessment Project Brief.</p>		
5/7	<b>Transition Framework</b>	<p>The team were informed that the transition framework for HND Hospitality Management is now available and full information had been posted on the HN subject page. The framework has been put together with the most common units, however, additional units will be added on an individual basis.</p> <p>The group award code is G8LN 16 and the finish date of the framework is 31<sup>st</sup> July 2010.</p>		

5/8	<b>New Units/Amendments</b>	<p>Alcoholic Beverages – the team reviewed a marked up version of the unit. As well as highlighting where editing amendments were required, the following amendments to the assessment were agreed:</p> <ul style="list-style-type: none"> <li>• Assessment Task 1 - 3 Fact Sheets instead of 4</li> <li>• Assessment Task 2 (parts A &amp; B) - 2 Multi Choice papers to be introduced</li> <li>• Multi Choice papers covering outcomes 1,2 and 3 to contain 20 Questions and be timed at 30 minutes each. Pass mark 15/20</li> <li>• Guidance for Assessment should state an alternative paper should be used for re-assessment</li> <li>• For Assessment Task 3 master wine list should be left in</li> <li>• Time parameter to be included (i.e. 1 hour)</li> <li>• Each menu item should be 100% correct (i.e. no partial marks)</li> </ul> <p>It was suggested that the issue of ‘Sensible Drinking’ be highlighted in the unit although this aspect is not assessable.</p> <p>Preparing and Cooking Healthier Dishes – the team reviewed the first version of this unit and the following points were raised:</p> <ul style="list-style-type: none"> <li>• Candidates would need more than a basic understanding of nutrition at entry level to cope with the demands of the unit</li> <li>• Concern with level of demand for the unit</li> <li>• Feeling that the level of the unit is too high</li> <li>• There were also doubts on the likely demand for this unit</li> </ul> <p>It was agreed that the unit is presented at the networking meeting in January to gauge demand etc.</p>		
5/9	<b>People 1st Sector Qualifications Strategy</b>	<p>Progress on the Sector Qualification Strategy was reported. Members were encouraged to participate in forthcoming workshops over October/November period, organised by the SSC. Full details would be forwarded to members when available.</p>		

5/10	<p><b>Update on NCGAs in Hospitality and Catering</b></p>	<p>The frameworks for the level 4/5 and 5/6 NCGA in Hospitality and Catering were presented to the team. These were discussed and feedback provided, including the following:</p> <ul style="list-style-type: none"> <li>• Level of award and target audience</li> <li>• Entering candidates to have numeracy skills</li> <li>• Level 4/5 could benefit with more practical units</li> <li>• Exclusion of SfW in the level 4/5 framework</li> <li>• Hospitality Costing units too demanding for level 4/5 recommend replacing with another numeracy unit</li> <li>• Recommendation that mandatory units in Hospitality route reflect areas at HN, i.e. Front Office, Accommodation, Food &amp; Beverage Servicing and Hygiene</li> <li>• A costing unit would be beneficial in the level 5/6 framework</li> <li>• Suggestion that Front of House, Working in Hospitality Industry and a Numeracy unit be mandatory for level 5/6</li> <li>• More Higher units in level 5/6, to aid progression to HN and to reflect that many centres will only deliver one level of NC</li> </ul> <p>Launch is planned for Spring 2008.</p> <p>It was agreed that it would be beneficial to maintain liaison between the QST and the QDT.</p>		
------	---	--	--	--

5/11	<b>AOB</b>	<p>The team discussed issues with Assessment Exemplars/Student Guides for the units Accommodation Management and Managing Hospitality Organisations 2. It was agreed these units and associated support material would be reviewed and amended as appropriate.</p> <p>The Work Experience unit was also discussed and the consensus is that there is too much paperwork involved. It was suggested that plans be put in place to address the issue of paperwork overload before the I.H.I. unit finishes. Finish date of I.H.I. to be confirmed.</p> <p>As a result of the refined design principles for HN awards, SCQF level 5 units would not be permitted on HN frameworks in future. This would impact on the languages area.</p> <p>Membership of the QST – It was suggested that an Expression of Interest form be added to the subject page of the website. In addition this would be promoted at the networking meeting.</p>		
5/12	<b>Date of Next Meeting</b>	December 2007.		