

Notes of the Meeting of the **Built Environment/Civil Engineering Qualifications Support Team** held in SQA Glasgow Officer, Optima, 58 Robertson Street, Glasgow, G2 8DQ on Friday 4 December at 10.30 am



In attendance

Brian Cook	Senior EV	Jill Sutcliffe	Stow College
Gordon Kidd	Glasgow Metropolitan College	Jim Hughes	Forth Valley College
Eddie Simpson	Abertay University	Roz Anderson	Dumfries and Galloway College
Greg Steel	Borders College	Charles Cameron	Forth Valley College
John Dingwall	Telford College	Kenny Macleod	External Verifier
Dennis Savage	Carnegie College	Alice Kinnaird	Adam Smith College
Jim Grieve	Perth College	Neil Griffiths	External Verifier
Gillian O'Hare	SQA		

Agenda Point	Notes	Action
Welcome and Introductions	<p>Apologies were received from Lloyd Roberts, Stephen Sheridan, Colin Johnson</p> <p>Brian welcomes all to the meeting and everyone introduced themselves.</p> <p>Notes of last meeting</p> <p>– There was a meeting held on 29 October for the sharing of assessments across the awards, an update was given by JS. It was a useful meeting although only two were in attendance. Would be beneficial to arrange another meeting to try this method again.</p>	
Remit and membership of the QST	<p>As this is the start of a new session there is some change to the membership of the group. BC is willing to take on the role of chair for another session and the group agreed to this.</p> <p>Group happy with the current remit of the QST</p> <p>Membership is to cover all qualification including – NCs in Civil Engineering and Built Environment, HNs in Construction, Structural Engineering, Construction Engineering, Quantity Surveying, Architectural Technology, Building Surveying, Construction Management, Civil Engineering and Facilities Management and SVQs in Built Environment Design, Construction Contracting, Construction Management, Construction Site Supervision, Construction Site Management.</p> <p>Invitations will be extended to External Training Providers. Suggestions made to the group were Competence Matters Ltd, JB Management Ltd, RT Resources Ltd.</p>	SQA

	<p>Question was raised as to whether all External Verifiers should be in attendance at the QST. There are a minimum of two EV cognate group meetings held each year where any update information is shared with the group. Full time EV representation in the QST is Brian Cook as Senior EV and chair and Neil Griffiths representing the remainder of the group. Kenny Macleod is in attendance at this meeting for personal CPD and Eddie Simpson, although an EV represents Higher Education on the QST. Therefore we have EV representation through Brian and Neil and any updates will be shared with the remaining EVs at cognate group meetings.</p>	
Centre update	<p>A comment form has been received from Glasgow Met with regard the Unit Construction Technology: Industrial/Commercial Superstructures. There are significant changes suggested including the complete removal of one Outcome. As an action GOH will circulate the comment to all members of the QST and ask that they or an appropriate colleague feedback accordingly.</p> <p>On receipt of comment forms SQA will endeavour to address these at the earliest possible opportunity depending on their content. In some cases it may be straight forward enough to be dealt with by SQA while in others we will need to approach an EV or the EV team. All updates will be provided to the QST as appropriate.</p> <p>If centre feedback results in a major amendment to a Unit or Award this will either be noted for future review of the award or consulted on with centres, QST and EVs.</p> <p>The credit transfer of Units was raised again and it was reiterated to the group that all credit transfer information can be found in the arrangements document on the SQA website or alternatively could be dealt with by an EV on an individual basis. There will however be a charge to centres for this.</p> <p>All centre devised Graded Units must be prior verified through SQA. Any GUs to be verifies should be directed through Billy Gibson or Margaret Duncan at SQA. A further meeting will be arranged in March 2010 for the sharing of GU among centres.</p>	GOH/All
Construction Website	<p>There is now a dedicated Construction webpage available on the SQA website which contains all relevant Construction information and links to all Construction awards from this home page. It can be found at www.sqa.org.uk/construction Feedback received so far is that this is a more user friendly way to navigate the website.</p>	
Comment/Feedback	<p>There is now a construction specific Comment/feedback form available to be used for any query on any</p>	

Form	award. It can be found on the home page of the Construction website and when completed should be submitted to construction@sqa.org.uk	
AOCB	<p>EV allocations have been issued for all HN Awards, Graded Units will be allocated in February and all NC allocations are still to happen.</p> <p>Glasgow Met table comments on Health and Safety issues which BC will take away to address and feedback.</p> <p>Jim Grieve has taken redundancy from Perth College therefore this will be his last QST meeting. Donald Kemp will replace him on the QST.</p>	
Next Meeting	<p>Friday 4 June 2010</p> <p>Meetings will commence at 10.30 am to accommodate representatives who have to travel a distance to attend the meeting.</p>	