

4 July 2006

To: SQA Co-ordinator

Action by Recipient	
	Response required
✓	Note and pass on
	None — update/information only

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Dear Colleague

### **Hospitality and Professional Cookery Higher National Qualifications Update**

The contents of this letter should be passed to the members of staff responsible for HN Hospitality and/or Professional Cookery.

#### **Arrangements document updated**

The first year of implementation of the revised HN awards in Hospitality and Professional Cookery is now almost complete and in response to the ongoing review of the delivery of the first year some minor changes have been made to the frameworks and component Units. The enclosed document is an extract from the Arrangements document for the awards and details the changes that have been made in consultation with the Qualifications Support Team during the first year.

The updated Arrangements document is available to download from the HN Hospitality page of SQA's website. Also available on the same subject page is the action notes from the two Qualifications Support Team meetings that have taken place this year. The action notes will give further detail as to why specific changes have been made.

#### **Graded Units**

Following the first year of implementation and Central Moderation of the Graded Units we are planning to provide the opportunity for centres who have delivered either the Hospitality or Professional Cookery Graded Units to attend a Graded Unit Review Day to discuss issues that may have arisen during implementation and to share good practice.

There will also be a Graded Unit Seminar Day for all new and existing centres to meet and discuss implementation of either the HNC or HND Graded Units. We are hoping to distribute candidate exemplification material at the event to support the implementation process for session 2006/07.

Please note there is currently a review of the format and style of both Graded Units for the HNC and HND Professional Cookery.

### **Assessment exemplars/student guides**

Please find enclosed an updated list of assessment exemplar and student guides that are available to support delivery of the HN awards. The materials are available to download from the secure area of SQA's website. The SQA Co-ordinator will be able to access these for you. We are also planning to redistributing the available Student Guides on CD-Rom. This should be available early in the new session.

### **Support packs**

There are currently two support packs available to support the delivery for the awards. The support packs are in the areas of Legislation and Healthy Catering Practices. The support packs can be accessed on the HN subject page of SQA's website. The benefit of accessing the documents online is that the links to the relevant legislation or healthy catering webpage's are active so you are only a click away from the information you are looking for. If you would like any resources you use added to either of the support packs or if you have any comments at all about either pack then please send these to me using the HN support pack comment form.

### **HN comment form**

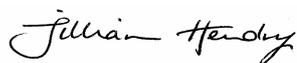
If you or a colleague has any comments regarding the frameworks, Units or supporting documentation these can be forwarded to SQA using the HN comment form. Your comments, good or bad, will be raised at future Qualifications Support Team meetings and changes/additions made where appropriate. The HN comment form is available on the general HN page of SQA's website.

### **Getting involved**

Are you interested in Unit writing/vetting or creating support materials? If so we would like to hear from you. Enclosed is a copy of a note of interest form for you to complete and return to us with a little bit of detail about what subject areas you cover and whether you would be interested in writing or vetting materials.

If you have any queries regarding this or any aspect of this update letter please do not hesitate to contact me using the e-mail address or number given above.

Yours faithfully



Jillian Hendry  
Qualifications Officer  
HN/SVQ Business and IT

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