

Our ref: GF/HE&HOSP

9 January 2008

To: SQA Co-ordinator
Schools and FE colleges

Action by Recipient
Response required
✓ Note and pass on
Note — update/information only

Contact: Graeme Findlay
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Dear Colleague

National Qualifications update — Home Economics & Hospitality

The contents of this letter should be passed to members of staff responsible for the subjects of Home Economics and Hospitality.

General issues

Appointees

Our work is an extremely important and highly valued part of the education system in Scotland and we would like to express our gratitude, and extend our thanks to all Appointees who have helped us by undertaking duties this year.

We always welcome applications from those that have not been involved before. Many people undertake a role to further their own understanding of the examination process, and as part of their Continuous Professional Development. If you are interested in becoming involved in any capacity with Home Economics or Hospitality National Qualifications, and have three years' experience of teaching either of the subject areas, please contact us using the details below.

Appeals

A number of appeals were unsuccessful this year due to invalid prelim evidence being submitted by centres. Please refer to the *Estimates, Absentees and External Assessment Appeals* document on www.sqa.org.uk for full details regarding valid appeals evidence.

Assessment Panel

The next time the Panel meet is on 8 May 2008. If you have any questions for the Panel, please get in touch with us by the end of April 2008.

British Nutrition Foundation awards

Congratulations go to the following in recognition of their recent success during diet 2007.

Standard Grade Home Economics

Jacqueline Martinez and teacher Margaret Pickering from St John's RC High School, Dundee.

Advanced Higher Health and Food Technology

Emma Docherty and teacher Gail Whitnall from Gleniffer High School, Paisley.

The winners were presented with their awards at the BNF Annual Awards day in London on 22 November 2007 by Justin King, Chief Executive of Sainsbury's.

Diet 2007

The following information is now available on SQA's website:

Marking instructions

All marking instructions are now on the website and can be accessed at **www.sqa.org.uk** > NQ > Home Economics / Hospitality > Marking Instructions.

Principal Assessor reports

The Principal Assessor reports are now on SQA's website (**www.sqa.org.uk**). These can be found at: **www.sqa.org.uk** > NQ > Home Economics/Hospitality (from drop-down menu) > Principal Assessor Reports. These reports contain information relevant to the 2007 diet — please remember, the grades/cut-off scores can be used when estimating for the 2008 examinations.

Senior Verifier reports

Verification plays an important part in our yearly procedures and is in place to ensure that teachers/lecturers are maintaining standards. This year's reports can now be viewed on SQA's website at **www.sqa.org.uk** > NQ > Home Economics/Hospitality (from drop-down menu) > Senior Verifier Reports.

Implementation of policy on low uptake National Courses

SQA's low uptake policy was endorsed by the National Qualifications Steering Group (NQSG) in October 2003. This policy states that 'existing National Courses will have a minimum life of five years. Courses at Intermediate 1, Intermediate 2 and Higher which have failed to attract 100 candidates a year after five years and 50 candidates a year at Advanced Higher will be reviewed to determine whether they continue to be offered'. However, since the policy was agreed, the environment has changed significantly because of the publication of *A Curriculum for Excellence* and developments in our portfolio review. The full impact of these two development programmes is not yet clear, and may affect decisions about which Courses continue to be offered. Therefore, this year we have only considered whether Courses with zero or very low uptake will continue to be offered. As a result of these considerations, we have decided that, of the Courses in these categories:

- ♦ some will be removed from the NQ Catalogue after diet 2008. The Units making up these Courses will be retained in the catalogue

- ♦ some will be retained in the NQ Catalogue, but will be reconsidered in line with the policy at a later date if they remain in the very low uptake category

Details of decisions are shown in the table below. If the withdrawal of any of these Courses will cause your centre any difficulties, please contact Linda Murray, Project Manager, at linda.murray@sqa.org.uk, as soon as possible, outlining your concerns.

National Courses with very low uptake to be removed from the NQ Catalogue after diet 2008 (last examination diet 2008)					
Course	2002	2003	2004	2005	2006
Hospitality — Reception and Accommodation Operations (Intermediate 2)	7	11	0	0	7
Food Production Supervision (Higher)	3	1	4	8	2
Hospitality — Food and Drink Service (Higher)	3	10	7	2	3

Note: The Units making up the above Courses will be retained in the NQ Catalogue.

National Courses with low uptake to be removed from the NQ Catalogue after diet 2009 (last examination diet 2009)					
Course	2002	2003	2004	2005	2006
Home Economics: Health and Food Technology (Advanced Higher)	13	15	32	33	25

Note: The Units making up the above Courses will be retained in the NQ Catalogue.

National Qualifications for the Future

For more information relating to our work on *National Qualifications for the Future* and our work in relation to the *Curriculum for Excellence* programme, please contact Lena Gray, SQA's Business Manager for *A Curriculum for Excellence*, by e-mail at: lana.gray@sqa.org.uk.

Verification dates for session 2007/08

The verification process will start in February. Please remember that you will only be notified if you are selected for verification. The relevant dates are:

Visiting verification

SG Home Economics	28 January to 7 March 2008
Intermediate 1 Home Economics	10 March to 4 April 2008
Intermediate 2 Hospitality: General Operations	24 March to 16 May 2008
Intermediate 1 & 2 Hospitality: Practical Cookery	24 March to 16 May 2008
Intermediate 2 & Higher Hospitality: Professional Cookery	24 March to 16 May 2008

Central verification

NQ Home Economics	w/c 21 April 2008
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NQ Hospitality

w/c 21 April 2008

Further subject-specific information is contained in the following Appendices:

Appendix 1 — Home Economics

Appendix 2 — Hospitality

Appendix 3 — Home Economics Intermediate 2 and Higher Technological Project revised allocations

Should you require any further information regarding the content of this letter, or any other matter relating to Home Economics or Hospitality subjects, Lesley, Roz or myself can be contacted using the details listed below:

Graeme Findlay – Qualifications Manager, Home Economics and Hospitality
0845 213 5492 or graeme.findlay@sqa.org.uk

Lesley Clark — Qualifications Officer, Home Economics
0845 213 5490 or lesley.clark@sqa.org.uk

Roz Walker — Qualifications Officer, Hospitality
0845 213 5489 or rosslynn.walker@sqa.org.uk

We would like to take this opportunity to wish you all the best for the festive season.

Yours faithfully,



Graeme Findlay
Qualifications Manager
NQ Home Economics & Hospitality subjects

Appendix 1 — Home Economics

Access 3

New National Course and Units for 2008/09

Developments are continuing and the new Course and Units will be available to be delivered from June 2008. The framework of the Course is as follows:

Home Economics: Health and Food Technology (Access 3)

- ◆ Healthy Cooking
- ◆ Food Product Development
- ◆ Technology in the Kitchen

Please find attached the Course specification summary.

Advanced Higher

There has been a minor change to the distribution of marks in the Advanced Higher Dissertation:

- ◆ Results section — increased from 10 to 15
- ◆ Conclusion section — reduced from 35 to 30

The reason behind this change is that candidates traditionally perform well in the 'Results' section of the Dissertation, but the team felt that they were being inadequately rewarded for their efforts. Again, this change will make marks more accessible to candidates and hopefully boost attainment. Revised guidance documents are available on www.sqa.org.uk.

Consequentiality when answering questions in Standard Grade and Intermediate 2 question papers

At the moment, in a question where a candidate is required to select 'the best' or 'the most suitable' from a series of options and then justify their answer, those who select the wrong option lose all the available marks.

From diet 2008 this policy is being revised, and candidates who make the wrong selection will be able to gain some marks in their justification/explanation section so long as they give valid reasons which relate to the situation described in the stem of the question.

This brings us into line with other subjects and means that candidates will not be penalised more than once for the same error. We also hope that this will boost attainment at both Standard Grade and Intermediate 2 levels.

Distribution of Intermediate 1 Practical Assignment and Intermediate 2/Higher Technological Project briefs

The 2008 Practical Assignment and Technological Project briefs, which are now available on the Home Economics page of SQA's website, were made available as usual at the end of May this year. From diet 2009, the briefs will be made available from September each year. This brings our subject in line with others regarding distribution dates.

Intermediate 1

The following documents have been revised and are available on www.sqa.org.uk.

- ◆ Practical Assignment pro forma
- ◆ Teacher's guidance
- ◆ Candidate's guidance

We will be updating the exemplification for the Practical Assignment and this will be available on our website.

Intermediate 2 and Higher

SQA policy demands that ½ marks are no longer to be awarded. From diet 2009 no examination papers will have any questions that carry a ½ mark allocation. Exemplification will be produced to reflect these changes and made available on our website.

An excellent Quality Network was held recently at Stirling Management Centre. Thanks go to the Principal Assessors for the work they carried out.

Standard Grade

As stated above, full details of what constitutes valid appeals evidence is available in the *Estimates, Absentees and External Assessment Appeals* document on www.sqa.org.uk. However, based on feedback from recent appeals, we'd like to draw your attention to some specific points which may help when devising your Standard Grade prelim:

- ◆ all the Essential Knowledge statements must be sampled
- ◆ questions must incorporate the revised mark allocation
- ◆ marking instructions must be detailed and reflect revised mark allocation
- ◆ a minimum of three sources must be used when using past SQA exam papers
- ◆ specific product names must not be used in questions

The guidance documents for CO5, 6 and 7 have been combined into one new, revised version which is now available on SQA's website. There is no change to the content or procedure for any of these assessments. The revised document replaces the following:

- ◆ *Guidance for Teachers on the Assessment of Practical and Organisational Skills for Examinations in and after 1995* (published 1994); and
- ◆ *Revised Arrangements for the Assessment of Practical and Organisational Skills: Carry Out a Practical Assignment (CO7)* (published 2004)

Technological Project mark allocation

Some of the marks for the Intermediate 2 and Higher Technological Projects have been reallocated. This has been done to give a fairer distribution of marks throughout the Project and will hopefully boost attainment. There is no change to the requirements of Technological Project itself. A revised pro forma, along with revised teacher and candidate guidance, is currently available on www.sqa.org.uk. Full guidance is attached to this letter as Appendix 3.

Appendix 2 — Hospitality

Access 3

New National Course and Units for 2008/09

Developments are continuing and the new Course and Units will be available to be delivered from June 2008. The framework of the Course is as follows:

Hospitality: Access 3

- ◆ Food Preparation Techniques: An Introduction (Access 3)
- ◆ Cookery Processes: An Introduction (Access 3)
- ◆ Hospitality: Organisational Practical Skills (Access 3)
- ◆ Food Hygiene for the Hospitality Industry (Access 3)

Please find attached the Course specification summary.

Creative Cake Production

An excellent Quality Network was held recently at Adam Smith College. Thanks go to the Principal Assessor and Visiting Assessors for the work they carried out.

Please remember that visiting assessment takes place during the month in which you have indicated your candidates will complete their Course, ie February or May.

National Certificate development

Following consultation with centres a 12 credit National Certificate Group Award in Hospitality at SCQF levels 4 and 5 is currently being developed. New Units are being written and the Group Award will be launched next year and be ready for delivery in centres from August 2008.

As part of this development and in line with the policy mentioned above, we have identified a number of Units with no or very low uptake over the last five years. We are withdrawing the following Units from the catalogue. If this will cause your centre any difficulties please contact us using the details above.

Unit title	Unit code
Accommodation and Facilities Servicing (5140006)	EF07 04
Catering Equipment (5130006)	EF0B 12
Cocktails (5130146)	D0T5 11
Dairy Foods and Eggs (5130046)	D0SY 11
Dietary Advice: Applications for the Community (96064)	E9A6 12
Dry Food Ingredients and Flavourings (97426)	E9DG 11
Fats and Oils (97425)	E9DF 11
Food Production Operations (97609)	D0N9 13

Food Service 4 (63205)	E7R4 12
Food Service Unit Operations (63210)	D0JC 13
Pests (67108)	E87V 11
Product Knowledge: Dairy Produce (5120297)	EF9T 11
Product Knowledge: Delicatessen (5120307)	EF9W 11
Product Knowledge: Fruit and Vegetables (5120327)	EF9V 11
Product Knowledge: Meat (5120347)	EF9S 11
Product Knowledge: Seafood (5120357)	EF9X 11
Product Knowledge: Wine (5120367)	EF9Y 11
Provision of Linen Supply (5140126)	D0TX 11
Taste of Europe (7250580)	EA3C 11

Practical Cookery

The recipes for the 2008 Intermediate 1 and 2 examinations will be on our website from 1 February 2008.

Acting on feedback we have received from diet 2007, we have clarified in the centre guidance where marks can be allocated. Where marks allocated for certain tasks in the practical exercise were **2 or 0**, it will now be **2, 1 or 0**. This has been changed to provide more opportunity for the less able candidates and will take effect from diet 2008.

During the 2007 verification process it was noted that some centres are confused as to what guidance will be used to carry out the verification. Please be aware that if you are verified, the centre guidance that we make available is the same as that which will be used by our appointed Verifiers. Should any change to published guidance be required, this will come directly from SQA to your centre.

Please note: if a candidate has a requirement to use alternative ingredients in a recipe, please contact Roz Walker to discuss their needs.

Professional Cookery

SQA policy demands that ½ marks are no longer to be awarded. No examination papers from diet 2009 will have any questions that carry a ½ mark allocation.

Skills for Work in Hospitality

Work on the development of the *Hospitality – Skills for Work Intermediate 2* Course, which will be available for delivery from August 2008, is on-going. Please find attached the Course specification summary.

The first round of Support Networks was held at Moray and Adam Smith Colleges. Thanks to those involved in providing excellent facilities and assisting with the delivery on the day. The feedback we received was excellent, especially

the opportunity to talk with groups of pupils currently undertaking the Course who shared their experiences with the delegates.

The next round of Support Networks will be held in March 2008. Information on venues and dates will be issued to Centres in due course.

Appendix 3 – Revised mark allocations Intermediate 2 and Higher

Intermediate 2 Technological Project Revised mark allocation

Step		Change in mark allocation	
1.1	Identify additional key point	Candidates no longer have to identify an additional key point	Total mark allocation for Step 1.1 changes from 6 to 5
1.2	Contain more detail than the brief	Mark allocation changes from 2 marks to 1 mark	Marks will be awarded as follows: All contain more detail – 1 mark Not all contain more detail – 0 marks Total mark allocation for Step 1.2 changes from 5 to 4
1.3	Identify techniques used	Mark allocation changes from 1 mark to 2 marks	Marks will be awarded as follows: All techniques correct – 2 marks ½ or more correct – 1 mark Less than ½ correct – 0 marks Total mark allocation for Step 1.3 changes from 3 to 4
Total mark allocation for Step 1 changes from 14 to 13			
2.1	Implement plan for investigations	Mark allocation changes from 9 marks to 12 marks	1 mark will be awarded for each of the following criteria in each of the three investigations: Aim Brief concise and easy to interpret Factual and relevant Conclusion Total mark allocation for Step 2.1 changes from 9 to 12
2.2		No change	
Total mark allocation for Step 2 changes from 12 to 15			
3.1		No change	
3.2	Derive a test	Mark allocation changes from 2 marks to 1 mark	1 mark will be awarded for identifying one appropriate test with a relevant technique
3.3	Implement test	Mark allocation changes from 4 marks to 3 marks	1 mark will be awarded for each of the following criteria: Brief concise and easy to interpret Factual and relevant Conclusion
Total mark allocation for step 3 changes from 18 to 16			
4.1		No change	
4.2		No change	

Higher Technological Project
Revised mark allocation

Step		Change in mark allocation	
1.1	Identification of key points with explanation	No change	
1.2	Draw up appropriate criteria for a specification	No change	
1.3	Devise an overall plan for investigations	No change	
2.1	Implement the overall plan for investigations	No change	
2.2	Derive a solution from the investigations	No change	
3.1	Manufacture the chosen solution	Mark allocation remains at 10, but breakdown is altered	Step-by-step sequence of work and deployment of time 5 marks Requisition of resources 3 marks Justification of resources/equipment 2 marks
3.2	Devise two tests for the manufactured solution	No change	
3.3	Implement the tests for the manufactured solution	Mark allocation changes from 9 to 8, and breakdown is altered	2 marks will be awarded for each of the following criteria: Aims fulfilled Brief, concise and easy to interpret Results Conclusions
Total mark allocation for Step 3 changes from 22 to 21 marks			
4.1	Evaluate the chosen solution	Mark allocation changes from 3 to 6	Accurate evaluations against each specification (to include results of investigations and tests where appropriate) 5 valid evaluations 5 marks Provide detailed accurate explanation 1 mark
4.2	Evaluate the Technological Project	Mark allocation changes from 8 to 6	Candidate can evaluate each step in the Technological Project with detailed reference to: Time Resources Skills/abilities Step 1 Step 2 Step 3 Skill assessed is now evaluation Maximum of 2 marks awarded for each Step.
Total mark allocation for Step 4 changes from 11 to 12 marks			