

15 December 2003

To: Head of Centre  
SQA Co-ordinator

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

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Dear Colleague

### **Update Letter — Travel and Tourism**

This briefing note is intended to offer practical advice and support on the issues being raised by centre staff with SQA, and should be distributed to those staff responsible for Travel and Tourism.

### **National Qualifications Review**

The report on the review of Units and Courses at Intermediate 1, 2 and Higher is currently awaiting Ministerial approval. It is anticipated that his response to the report will be made public early in 2004, and once this is available the report will be published on SQA's website at [www.sqa.org.uk](http://www.sqa.org.uk). This report will contain the recommendations for action arising from the findings of the consultation carried out earlier in the year. Implementation dates for any revised Units and Courses are expected to reflect concerns which have been expressed about workload issues in centres where the outcomes of more than one review may be impacting on the same members of staff.

### **Principal Assessor and Senior Moderator Reports**

These reports are all available on SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)) and teachers/lecturers are encouraged to study these valuable documents. The **Principal Assessor Reports** each contain information about:

- ◆ Numbers of entries compared with the previous year.
- ◆ Grade boundaries.
- ◆ Comments on candidate performance:
  - strengths and weaknesses at all levels
  - general ability and performance of candidates at Intermediate 2 and Higher
- ◆ Recommendations to centres:
  - reference to use of atlases at Intermediate 1
  - accuracy of centre estimates for candidates at Intermediate 2 and Higher
  - time management, presentation of material and use of resources in the Course on 'Selling Overseas Tourist Destinations'
  - gathering of supporting evidence to illustrate Development Stage in the Courses on 'Retail Travel' and 'Selling Scheduled Air Travel'

**Senior Moderator Reports** cover both central and visiting moderation and provide information on:

- ◆ Specific issues highlighted by moderators:
  - Central: use of checklists in NABs; advice on prior moderation of centre generated internal assessments; authenticity of some candidate material
  - Visiting: procedures for internal moderation/verification within centres
- ◆ General feedback to centres:
  - Central: clarity of marking; content of assessment evidence provided by centres
  - Visiting: adherence to guidelines for Unit assessment

### **Selling Overseas Tourist Destinations and Retail Travel**

Both these Project-based National Courses have recently had update materials sent to centres approved to deliver them. An additional case study and an updated marking sheet has been provided for *Selling Overseas Tourist Destinations*. For *Retail Travel* a slightly modified brief together with an additional project brief have also been issued. These supplement and/or clarify existing materials for the assessment of these Courses.

I hope that the notes above are of help to you. Should you wish any further information about any Travel and Tourism related matters please contact myself for enquiries relating to National Qualifications (telephone: 0141-242 2202, or by e-mail: [keith.wright@sqa.org.uk](mailto:keith.wright@sqa.org.uk)), and in the case of Higher National enquiries, contact Christine Keenan (telephone: 0141-242 2191, or by e-mail: [christine.keenan@sqa.org.uk](mailto:christine.keenan@sqa.org.uk)).

Yours faithfully



Keith H Wright  
Qualifications Manager  
Social Subjects

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