

20 December 2005

To: SQA Co-ordinator
Local Education Authorities
Directors of Education
Customer Accounts Managers
All Centres

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

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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 Update

1. Now Available on the SQA Website

- **Principal Assessor Reports**

The Principal Assessor reports are now on the SQA 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 2005 diet - the grades/cut-off scores can be used when estimating for the 2006 examinations.

- **Senior Moderator Reports**

Moderation 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 the SQA website at www.sqa.org.uk > NQ > Home Economics / Hospitality (from drop down menu) > Senior Moderator Reports.

- **Marking Instructions**

As of Diet 2005, all marking instructions will now be posted onto the website and can be accessed on the SQA website at www.sqa.org.uk > NQ > Home Economics / Hospitality > Marking Instructions.

2. Diet 2005 Uptake

LEVEL	COURSE	ENTRIES
Standard Grade	Home Economics	7782
Intermediate 1	Fashion & Textile Technology	391
	Health & Food Technology	463
	Lifestyle & Consumer Technology	777
	Hospitality: Practical Cookery	2906
Intermediate 2	Fashion & Textile Technology	99
	Health & Food Technology	246
	Lifestyle & Consumer Technology	94
	Hospitality: Practical Cookery	3398
	Hospitality: Professional Cookery	272
	Hospitality: General Operations	230
	Hospitality: Creative Cake Production	205
Higher	Fashion & Textile Technology	72
	Health & Food Technology	728
	Lifestyle & Consumer Technology	167
	Hospitality: Professional Cookery	105
Advanced Higher	Fashion & Textile Technology	2
	Health & Food Technology	32
	Lifestyle & Consumer Technology	5

There has been a decrease in entries for the Standard Grade course which probably accounts for the rise in entries for Practical Cookery Intermediate 1 and 2. The numbers for Home Economics Intermediate 1, 2 and Higher have remained fairly stable and there was an encouraging increase at Advanced Higher in the context of Health and Food Technology.

Many thanks to all appointees involved in making Diet 2005 a success.

3. Award Meetings

A paper has been published regarding SQA's Boundary Grade setting process. This paper, entitled 'The Scottish Standard', is now available on the SQA website: www.sqa.org.uk > Choose a Section (top right-hand side of the homepage) > Research and Information > Scottish Standard.

4. Moderation

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

Visiting Moderation

SG Home Economics	30 January - 13 March
Int 1 Home Economics	13 March - 7 April
Higher Hospitality: Food & Drink Service	10 April - 19 May
Int 2 Hospitality: General Operations	10 April - 19 May
Int 1 & 2 Hospitality: Practical Cookery	10 April - 19 May
Int 2 & H Hospitality: Professional Cookery	10 April - 19 May

Central Moderation

NQ Home Economics	Tuesday 18 April
NQ Hospitality	Monday 24 April

5. Prelims

We would like to take this opportunity to remind centres that guidance on Appeals evidence can be found on the SQA website: www.sqa.org.uk > Choose a Section (top right of the homepage) > National Qualifications (NQ) > Estimates, Absentees and External Assessment Appeals (halfway down the page).

We would also like to highlight that when preparing prelims, centres should also note the following important points:

- SQA past papers in their entirety are not acceptable.
- Where SQA past papers are used to construct a prelim they must be carefully selected from a **minimum of three** past papers, preferably adapted and checked to ensure that they meet the current standard of the external examination paper.
- The sources of all questions used should be identified.
- Only the current year's commercial papers may be used in their entirety. The standard of commercial papers cannot be guaranteed as they are not prior approved by SQA. It therefore remains the responsibility of each centre to ensure the validity, reliability and security of any commercial paper being used.
- Specimen Question Papers and past year's Examination Papers provided by SQA **cannot** be used in their entirety as they are in the public domain.
- Centres should submit a marking scheme with any prelim that is used, show clearly where marks have been awarded on the script and set appropriate cut-off scores for the paper.

Finally, prelim papers must mirror the rigor, challenge and demand of the external assessment in duration, mark allocations, and breadth and depth of Course coverage.

6. Low Uptake Policy

SQA's management of low uptake National Courses is guided by a set of key principles that strives to maintain a balanced portfolio of qualifications. Where uptake is not sufficient to sustain a meaningful national standard, the Scottish Executive has endorsed our policy for dealing with low uptake courses. We provided details of this in a letter to centres this October (please refer to 'Update on National Qualifications Developments'), which is available on our website at www.sqa.org.uk > NQ Home Economics / Hospitality > NQ News (under 'In This Section' on the left-hand side of the page) > National Qualifications Update 10/10/05.

As a result of this investigation, the following Home Economics / Hospitality Courses will be removed from the SQA catalogue as of August 2006:

Advanced Higher – Home Economics

- Fashion and Textile Technology
- Lifestyle and Consumer Technology

Higher – Hospitality

- Events Supervision
- Facilities Supervision
- Reception and Accommodation Services

If you have candidates taking any of these Courses who are scheduled to complete the Course after August 2006, please let us know and we will consider an appropriate course of action.

7. Quality Networks

Two Quality Networks were held recently focussing on Home Economics and Hospitality. We would like to thank Audrey Gibson, Karen Brooks, Edna Hepburn, Pam Turner, Evelyn Robertshaw and Margaret Craig for their excellent presentations, which were very well received.

8. Assessment Panel

The next time the panel meet is in May 2006. If you have any questions for the panel, please get in touch with us by the end of April.

Further information is contained in the following Appendices:

Appendix 1 – Home Economics

Appendix 2 – Hospitality

Appendix 1 - Home Economics

Should you require any further information regarding the content of this letter, or any other matter relating to Home Economics or Hospitality subjects, please contact the staff listed below:

Graeme Findlay – Qualifications Manager
0141 242 2327 or graeme.findlay@sqa.org.uk

Mike Hewett – Qualifications Officer, Home Economics
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Roz Walker – Qualifications Officer, Hospitality
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We would like to take this opportunity to wish you all a very merry Christmas, and all the best for the New Year.

Yours faithfully,



Graeme Findlay
Qualifications Manager
NQ Home Economics & Hospitality

Appendix 1 – Home Economics

- **Standard Grade**

The Evaluation Skills pack is now available on the SQA secure site – remember, you need to access this via your SQA co-ordinator. The pack includes: Evaluation Skills (Candidate Guide and Teacher Guide), Candidate Workbook, and Marking Instructions for Candidate Workbook. Home Economics departments within centres are at liberty to determine the best way of using the Candidate Workbook and Marking Instructions.

- **Intermediate 1**

The proforma for Intermediate 1 has been altered. The Planning section of the proforma now has a mark allocation of 8 marks and the Evaluating section has a mark allocation of 10 marks. *Please note that step 5 must not be removed from the proforma. As the teacher's signature is no longer required, this has been replaced by a tick box. The Teacher/Lecturer and Candidate Guidance documents have been amended in line with these changes.

- **Intermediate 2**

The updated National Assessment Bank materials will soon be available on our website.

- **Higher**

The updated National Assessment Bank materials are now available on our website for downloading.

Some minor changes have been carried out to the Higher content grids in response to inaccuracies identified by the Examining Team:

- On page 11 of the Fashion and Textile Arrangements, there is a spelling mistake: 'calendaring' should read 'calendering'. This mistake has been corrected.
- On page 16 of Lifestyle and Consumer Technology, 'chip and pin' is listed under the content 'Methods of paying for goods and services'. As 'chip and pin' is a means of security, and not a method of payment, this has now been removed from the grids.

- **Advanced Higher**

Areas of content within the Course grids have been more fully explained. It is important to note that, while more detail has been provided as an aid, the content covered therein is the same as in past Advanced Higher question papers. Areas of particular note are:

- Clarification of product design and quality in the Elaboration section under the Food Chain heading
- Creation of an independent Nutrients section

These changes will be implemented as from August 2006 and so will affect the 2007/8 paper. These revised grids will be made available early in the New Year on our website, but **should not be used until Diet 2006/7**. The revised grids will be published **in order for centres to familiarise themselves with the added detail and to prepare themselves adequately**.

Understanding Standards website: www.understandingstandards.org.uk

The website is being used extensively and the information on Higher Home Economics has been found to be an excellent resource. Your SQA Coordinator will give you a user name and password. There is also a link to the site on the SQA website; just double click the logo that can be found at the bottom of the homepage.

British Nutrition Foundation Awards

Congratulations go to the following teachers and pupils who received this year's award from the BNF at their Annual Day held recently in London:

Standard Grade Mrs Kate Wood / Mikaela Newmann of Inverurie Academy

Advanced Higher Mrs Edna Hepburn / Leonna Coull of Arbroath High School

The awards were presented by H.R.H. The Princess Royal and we would like to add our congratulations to those that she gave to all concerned.

Appendix 2 - Hospitality

Practical Cookery

Intermediate 1 – There has been a change made to the planning booklet in order to bring it in line with Intermediate 2. The marks for the equipment and food lists have been removed and allocated to the practical exercise. This has helped the Setting Team to include more room for differentiation and has been done in response to a request from the Senior Management team at the SQA. There will be new exemplification posted onto the web to illustrate this change.

The Intermediate 1 and 2 practical assignments for 2006 will be sent out to centres with current entries in January 2006 and will be posted onto our website. It has been brought to our attention that some centres were allowing candidates the opportunity to carry out the practical assignment more than once. This was noted by the Senior Management team at the SQA and as such they have asked us to print the following in our candidate and centre instructions:

Please note that candidates are only permitted to practice individual dishes once. The complete practical assignment must only be carried out once i.e. on the day of their assessment (if your centre is selected for moderation, candidates may, in the event of late moderation, have to carry out the assignment twice. You must submit the mark the candidates achieved in their initial assignment).

Creative Cake Production

The proforma that the candidates have to complete was found to be repetitive and has been altered. The changes that have been made do not undermine the standard that has to be met; they make the completion of the work more user-friendly to both the candidate and the teacher/lecturer. Information on the changes has been sent to presenting centres and the revised Practical Assignment document is available on the hospitality page of the website in the section 'Arrangements Documents and Specimen Question Papers'. Similarly an up-to-date exemplar can be found on the Hospitality page of the website by clicking on 'Practical Assignment Exemplars'. Please note that Candidates will only be assessed during the month that they are presented and centres must ensure that the candidates' cakes are available for the Visiting Assessor to view on the day of their visit.

Understanding Standards website www.understandingstandards.org.uk .

Such has been the success of this website that it has been decided to produce similar work for Practical Cookery Intermediate 2. Writers have been commissioned and work is currently under way. It is hoped that this information will be available for session 2006/07