

National Qualifications Continuing Professional Development Seminar for New Teachers

→ **23 March 1.00pm – 4.30pm**

Aberdeen Exhibition and Conference Centre

→ **25 March 9.00am – 12.30pm**

Stirling Highland Hotel

→ **26 March 9.00am – 12.30pm**

The Teacher Building, St Enoch Square, Glasgow

Continuing Professional Development Seminar for New Teachers

→ As part of SQA's on-going commitment to supporting teachers, we are offering a series of professional development seminars for new teachers. This is a new initiative aimed at helping teachers understand SQA qualifications and procedures, and to draw their attention to the many resources that are available to support teachers.

As the event will progress teachers' skills and knowledge, all attendees will receive an attendance certificate, which may contribute to their CPD record.

The events will feature a series of presentations and will cover:

- Explaining National Qualifications: a review of the background, aims, structure and benefits of National Qualifications, including Standard Grades, National Units, National Clusters, National Courses, Scottish Group Awards; also explaining Core Skills and the Scottish Credit and Qualifications Framework.
- How awards are made: from preparation of a question paper to marking, marker check, pass mark meetings, finalisation, the derived grade procedure, results and certification, and the post-results service; a step-by-step guide to the quality assurance procedures that ensure standards are maintained from year to year.
- External moderation: an overview of the assessment moderation procedures that ensure internal assessment is carried out to the national standard, covering all aspects including aims and objectives, types of moderation, arrangements for each type, selection criteria, timescales, development resources and support.
- Estimates and appeals: a guide to the procedures teachers and SQA follow, including the purpose of estimates and appeals, evidence generation, use of National Assessment Bank instruments (NABs), and timescales.
- Website and National Qualification support materials: a guide to the growing range of online resources, including NABs, marking instructions, Principal Assessor reports, exemplars of appeals evidence and scripts, online marking guidelines, Unit descriptors, the exam timetable, and SQA.net.

Booking

The cost of this half-day event will be £20 per person, which will include a presentation pack and an attendance certificate.

To reserve a place, please complete and return the attached booking form. Places at each event are limited, so please book early to avoid disappointment.

More information

All general enquiries regarding attendance at the events should be made to 0845 279 1000 or e-mail: customer@sqa.org.uk.

Reply Form

Delegates (if you wish to send more than six delegates please copy this form)

- Full Name _____
- Total Number of Delegates _____
- School _____
- Address _____

- Postcode _____
- Local Authority Area _____
- School Telephone Number _____
- Fax Number _____
- E-mail _____

Event you would like to attend *(please tick appropriate box)*

Aberdeen 23 March 1.00pm – 4.30pm

Stirling 25 March 9.00am – 12.30pm

Glasgow 26 March 9.00am – 12.30pm

Reply Form

(continued)

Costs

The cost is £20 per delegate, which includes refreshments and a presentation pack. All delegates will receive an attendance certificate. Lunch is not included.

Booking

To reserve a place, please complete and return the booking form. Places at each event are limited, so please book early to avoid disappointment.

Confirmation

All bookings will be confirmed via e-mail with programme and travel directions. Please ensure you supply a valid e-mail address on the reply form.

Enquiries

All general enquiries regarding attendance at the events should be made to 0845 279 1000 or e-mail: customer@sqa.org.uk.

Cancellation Policy

If you need to cancel, please do so in writing to Scottish Qualifications Authority, Events Team. Please note that cancellations are subject to the following terms:

- Up to three weeks prior to event, 50% refund
- Two weeks or less, 0% refund

I agree to the cancellation policy. (You must tick this box.)

Payment method (please tick **one** box)

Please note that payment must be received before the event date to guarantee your place.

Cheque for £20 per delegate, made payable to 'Scottish Qualifications Authority'. Do not send cash.

Invoice prior to payment (Please complete purchase order number below.)

Purchase order number _____

Completed forms should be returned by Friday 12 March 2004 to:

Lianne Wilson, Events Administrator
SQA, Hanover House, 24 Douglas Street, Glasgow, G2 7NQ

Or fax to: 0141-242 2219

For Events use only

| Action | Date | Action by |
|-----------------------------|------|-----------|
| Received | | |
| Entered on EMS | | |
| Sent to Fiona Barr | | |
| Cheque to Finance | | |
| PO Invoice raised | | |
| Place confirmed to customer | | |
| Filed | | |



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24 Douglas Street
Glasgow
G2 7NQ

Ironmills Road
Dalkeith
Midlothian
EH22 1LE

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e-mail: customer@sqa.org.uk

website: www.sqa.org.uk

BD2054

January 2004