

Professional Development Workshops

Provide quality staff training for continuous professional development

Preparing for Candidate Queries about the Revised 2006 Scottish Qualifications Certificate (SQC)

Aim of workshop

SQA's Scottish Qualifications Certificate (SQC) is changing in 2006. This workshop will give delegates the opportunity to interpret and explain the content of the SQC, along with any data reports sent to centres from SQA for August 2006 certification.

Audience

This workshop is recommended for any member of staff within an SQA approved centre who has responsibility for communicating with candidates about their results as detailed on the SQA's Scottish Qualifications Certificate. This workshop would be particularly relevant for all Business Managers within an education authority; administrative staff within a school; MIS or lecturing staff within a college; or those with an advisory and career guidance remit.

Learning objectives

By the end of this workshop, delegates will be able to:

- understand the components of a National Qualification Course

- interpret correctly the content of SQA's Scottish Qualifications Certificate to help respond to candidate queries about their results
- explain candidate achievement for the Core Skills Profile
- describe the purpose of the Scottish Credit and Qualifications Framework
- explain SQA's appeals process including timelines to help candidates forward plan for the next academic session
- provide information to candidates and parents about the purpose of SQA's centre, candidate advice lines and website information available
- produce a Centre Action Plan for successful communication with candidates throughout SQA's 2006 August certification

There will also be interactive demonstrations of SQA's website and SQA.net.

Preparing for Candidate Queries about the Revised 2006 Scottish Qualifications Certificate (SQC) (continued)

Format

- presentations by SQA's Customer Relations and Marketing, and Data Management Departments
- interactive workshops

Duration Full day

Introductory offer price £30

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

14 June 2006 in Glasgow

22 June 2006 in Dalkeith

Delivering Work Based Core Skills

Aim of workshop

This event will give delegates the opportunity to explore current delivery and assessment issues for the five work based Core Skills and share best practice with each other.

Audience

This workshop is recommended for all professionals involved in the delivery of a work based Core Skills training programme for candidates.

Learning objectives

By the end of this workshop, delegates will be able to:

- interpret the requirements of the Unit specifications
- plan for assessment for a variety of candidate situations
- understand the Core Skills profile to determine existing candidate attainment
- discover and use the latest on-screen support

Format

- presentations by SQA's Qualifications Division, Quality Assurance, and Customer Relations and Marketing Departments
- interactive workshops
- there will also be a presentation from a representative of Asset Skills Scotland

Duration Half day

Price £75

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Date and location

9 May 2006 in Glasgow

School–Centre Partnerships Offering SQA Provision

Aim of workshop

This workshop is aimed at all staff involved in operating partnership arrangements.

Audience

This workshop is recommended, in particular, for staff concerned with the planning and review stages of any partnership arrangement and who are based in:

- schools
- local authorities
- colleges
- employers and training providers

Learning objectives

By the end of the workshop delegates will be able to:

- understand the reasons for and benefits of partnerships
- recognise the importance of having partnership agreements in place for pre- and post-16-year-old school pupils

- identify roles and responsibilities of all partners
- define lines of communication
- develop and implement a partnership agreement

Format

- presentations by SQA's Quality Assurance, and Customer Relations and Marketing Departments
- interactive workshops

Duration Half day

Price £75

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

~~7 February 2006 in Dalkeith~~ **Cancelled**
28 February 2006 in Glasgow

Managing an SVQ Programme

Aim of workshop

This workshop is aimed at employers, training providers and colleges involved in the management of an SVQ programme.

Audience

This workshop is recommended for all professionals involved with the management of SVQs and for employers, training providers and colleges thinking of offering SVQs.

Learning objectives

By the end of the workshop delegates will be able to:

- identify the models for delivering and assessing SVQs within an organisation
- define the roles and responsibilities of the key players involved
- set up a system for inducting assessors and candidates to the programme
- identify ways of tracking candidates' progress
- allocate and manage resources within the programme
- produce a personalised action plan for their SVQ programme

Format

- presentations by SQA's Quality Assurance, and Customer Relations and Marketing Departments
- interactive workshops

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

1 February 2006 in Dalkeith
22 June 2006 in Glasgow

Assessment and Portfolio Building in an SVQ Programme

Aim of workshop

This workshop is aimed at those who are directly involved in the assessment process, have some responsibility for developing assessment materials and support candidates in the collection and presentation of evidence using a portfolio approach.

Audience

This workshop is recommended for all professionals involved in the delivery of SVQs, and for employers, training providers and colleges thinking of offering SVQs.

Learning objectives

By the end of the workshop delegates will be able to:

- confirm SQA's Quality Assurance Framework
- explain the assessment process
- describe appropriate models for assessing and supporting SVQ candidates
- advise candidates for SVQ assessment

- identify a variety of assessment materials
- define documentation to structure a candidate's portfolio
- apply SQA's guidance on the use of e-assessment and e-portfolio
- determine best practice for assessment and portfolio building
- produce an action plan for SVQ assessment

Format

- presentations by SQA's Quality Assurance, and Customer Relations and Marketing Departments
- interactive workshops

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

21 March 2006 in Dalkeith

6 September 2006 in Glasgow

Quality Assurance for Schools

Aim of workshop

This workshop is aimed at teaching professionals. The workshop content will be generic in nature and will be of particular benefit to those wishing to gain a greater insight into the operation and management of internal and external quality assurance processes as they relate to SQA qualifications.

Audience

The workshop is recommended for all staff assessing school candidates, including:

- new Principal Teachers
- teachers
- lecturers

Learning objectives

By the end of the workshop delegates will be able to:

- understand the reasons for and benefits of internal moderation and standardisation
- identify roles and responsibilities of all parties involved in internal and external quality assurance processes

- apply mechanisms for internal moderation
- understand the reasons for and by what means SQA externally moderates National Qualifications
- prepare for external moderation

Format

- presentations by SQA's External Moderators, Quality Assurance staff, and Customer Relations and Marketing Departments
- interactive workshops

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

~~19 January 2006 in Dalkeith~~ **Cancelled**

26 January 2006 in Glasgow

1 November 2006 in Dalkeith

16 November 2006 in Glasgow

A User's Guide to Grade Boundary Meetings

Aim of workshop

To explain how SQA maintains the standards of National Qualifications by the meetings which set the grade boundaries for each subject's external assessment.

Audience

This workshop is recommended for all teaching professionals involved in the delivery of National Courses and Standard Grade within any type of SQA approved centre.

Learning objectives

By the end of the workshop delegates will be able to:

- understand the important role played by grade boundary meetings
- exemplify the rigour with which each grade boundary meeting is conducted
- describe the function of grade boundary meetings with regard to their role in the maintenance of national standards
- identify who's who at the meetings and their roles and responsibilities

- prepare for a grade boundary meeting with regard to the collection and collation of data
- determine how decisions are reached during a grade boundary meeting

Format

- presentations by SQA's Research and Information Services, and Customer Relations and Marketing Departments
- interactive workshops, using training materials developed for Principal Assessors

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

13 September 2006 in Glasgow

27 September 2006 in Dalkeith

Meeting the Requirements of A1

Aim of workshop

This event will give delegates the opportunity to explore the standard, Evidence Requirements and assessment strategy requirements for the A1 Unit. Delegates will also have the opportunity to consider various models of delivering assessor training and consider the role of professional discussion in the assessment of A1 candidates.

Audience

This workshop is suitable for those:

- responsible for developing and/or assessing assessors to enable them to achieve A1
- previously qualified assessors who wish to gain knowledge of the A1 standard (CPD)

Learning objectives

By the end of this workshop, delegates will be able to:

- recognise various models of developing assessor competence and identify sources of support
- identify the evidence requirements (linking to the A1 standard) and assessment strategy requirements for A1, gaining the opportunity to clarify any 'grey areas'

- weigh up the advantages/disadvantages of using professional discussion and recognise where within the A1 standard it can be used
- identify the role of the Internal Verifier/Moderator in supporting assessor development and their contribution to the evidence required for A1
- identify the factors that inhibit and promote best practice in assessment and ways of influencing organisational change

Format

- presentations by SQA's Quality Assurance, and Customer Relations and Marketing Departments.
- interactive workshops

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

25 January 2006 in Glasgow

16 May 2006 in Dalkeith

Meeting the Requirements of V1

Aim of workshop

This event will give delegates an opportunity to explore the standard, Evidence Requirements and assessment strategy requirements for the V1 Unit. Delegates will have the opportunity to consider what the job of the Internal Verifier/Moderator now entails and the impact this may have on existing organisational procedures. There will also be an opportunity for delegates to discuss the role of professional discussion in the assessment of V1 candidates.

Audience

This workshop is suitable for those:

- responsible for developing and/or assessing Internal Verifiers/Moderators to enable them to achieve V1
- who have a role in internally quality assuring SVQs and work based awards and wish to gain a greater understanding of V1
- previously qualified Internal Verifiers/Moderators who wish to gain knowledge of the V1 Standard (CPD)

Learning objectives

By the end of this workshop, delegates will be able to:

- recognise the key functions Internal Verifiers/Moderators must perform to enable them to fully meet V1 requirements
- identify the evidence requirements (linking to the V1 standard) and assessment strategy requirements for V1, gaining the opportunity to clarify any 'grey areas'
- state the reasons for developing an internal verification/moderation strategy and identify its use in providing evidence for specific parts of the V1 standard and evidence requirements
- identify how to structure a professional discussion and recognise where within the V1 standard this method of assessment can be used
- recognise the key internal organisational changes that may be necessary to enable the achievement of the V1 standard

Meeting the Requirements of V1 (continued)

Format

- presentations by SQA's Quality Assurance, and Customer Relations and Marketing Departments
- interactive workshops

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

~~2 February 2006 in Glasgow~~ FULL

13 June 2006 in Dalkeith

An Insight into National Courses

Aim of workshop

This workshop is aimed at our new teaching professionals who want to know more about Scotland's National Courses and SQA's role in delivering and quality assuring the National examination system.

Audience

This workshop is recommended for newly qualified teachers/lecturers or those returning to the profession after a career break.

Learning objectives

By the end of the workshop delegates will be able to:

- identify the added value to a National Course
- understand why and how we externally moderate National Qualifications
- explain the centre's role and responsibilities in the external moderation process

- prepare for external moderation
- define the centre's key areas of responsibility for external assessment and understand how these impact on SQA's quality assurance processes for external assessment

Format

- presentations by SQA's Quality Assurance, Assessment Logistics, Qualifications Development, and Customer Relations and Marketing Departments
- interactive workshops

Duration Half day

Price £75

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

25 October 2006 in Glasgow

27 October 2006 in Dalkeith

Certificating National Courses in an Academic Year

Aim of workshop

This workshop is aimed at all professionals who are involved in the operation and management of National Courses. Delegates will have the opportunity to gain a greater understanding of the roles and responsibilities necessary within a centre to meet SQA key deadlines, to ensure successful and accurate candidate August certification.

Audience

This workshop is recommended for all professionals involved with National Courses and Units, and who regularly refer to SQA's Operational Helpcentre — in particular new SQA Co-ordinators, Principal Teachers, Heads of College Departments, Curriculum Managers or those with a MIS or Quality Assurance remit.

Learning objectives

By the end of the workshop delegates will be able to:

- explain how to enter all candidate data accurately to meet SQA key deadlines for National Units, National Courses, internal assessment marks and coursework results

- identify and interpret the content of all SQA reports sent to centres for August 2006 certification
- understand the centre's role and responsibilities in the external moderation process
- prepare for external moderation
- understand and explain the procedures for nominating and working closely with your invigilators
- understand the planning needed and follow procedures during the examination period
- describe the procedure for requesting assessment arrangements for candidates with additional support needs
- identify clearly the documentation and evidence required for the submission of appeals requests

Format

- presentations by SQA's Assessment Logistics, Quality Assurance, and Customer Relations and Marketing Departments.
- interactive workshops

Certificating National Courses in an Academic Year (continued)

Duration Full day

Price £150

Included in price — workshop pack,
CPD attendance certificate, lunch
and refreshments

Dates and locations

31 August 2006 in Dalkeith

5 September 2006 in Glasgow

Appeals Exemplification in Higher English

Aim of workshop

The aim of this workshop is to provide:

- the opportunity for subject specialist leaders to see successful and unsuccessful appeals evidence in Higher English
- the opportunity to clarify the process and the thinking behind decisions

Audience

This workshop is recommended for subject specialist leaders in English.

Format

- presentation by SQA's Principal Assessor
- practical workshops using candidate material

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Date and location

15 March 2006 in Glasgow

Critical Essay in Higher English

Aim of workshop

The aim of the workshop is to:

- inform delegates of the issues affecting performance of candidates in Critical Essays at Higher level
- consider points for action which may help delegates improve performance of candidates
- provide opportunity for delegates to focus on points for action, to identify existing best practice and to clarify issues

Audience

This workshop is recommended for teachers/lecturers who present or hope to present candidates in Higher English.

Format

- presentation by SQA's Principal Assessor
- practical workshops using candidate material (this material will be different from 2005 workshop material)

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Dates and locations

22 February 2006 in Edinburgh

4 March 2006 in Glasgow

Standard Grade English

Aim of workshop

The aim of this workshop is to provide the opportunity to:

- clarify the Course requirements in Standard Grade English
- clarify the requirements of the final assessment in Standard Grade English
- consider and mark candidate responses to the assessable elements

Audience

This workshop is recommended for newly qualified/probationer teachers of English.

Format

- presentation by SQA's Principal Assessor
- practical workshops using candidate material

Duration Full day

Price £150

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments.

Date and location

16 September 2006 in Glasgow

National Qualifications: Understanding Standards

Aim of workshop

The aims of these workshops are to:

- inform delegates of the issues affecting performance of candidates in the 2005 examination
- consider points for action which may help delegates improve the performance of candidates
- provide opportunity for delegates to focus on the points of action, to identify existing best practice and to clarify issues

Audience

Teachers and lecturers who teach and present candidates for National Courses.

Format

- presentation by the Principal Assessor and/or Examining Team member
- practical workshops using selected candidate material from the 2005 examination

Practical workshops will use examples of candidates' work from the 2005 examination diet to develop delegates' understanding of national standards.

Duration Full day

Price £150 per workshop

Included in price — workshop pack, CPD attendance certificate, lunch and refreshments

Dates and locations

Subject and Level	Location	
	Glasgow	Edinburgh
Art and Design Higher		3 December 2005
Computing Higher	21 January 2006	Cancelled
French Intermediate 1 and 2	3 December 2005	
Mathematics Advanced Higher	28 January 2006	
Media Studies Intermediate 1 and 2	4 February 2006	FULL

All workshop dates are **Saturdays**