

SCOTTISH QUALIFICATIONS AUTHORITY

QUALIFICATIONS SUPPORT TEAM: RETAIL MANAGEMENT

TUESDAY 6th NOVEMBER 2007

MEETING No. 5

ACTION GRID

REF	AGENDA/MINUTE TITLE	NOTES OF DISCUSSION/ACTION AGREED	ACTIONEES	TARGET DATE
5/1	Welcome and Apologies	Members of the group were welcomed to the meeting and apologies were noted.		
5/2	Minutes of Last Meeting	The action notes of the 4 th meeting were noted as an accurate account. A verbal update on the action points from the last meeting was given. These are noted under 5/3: Matters Arising.		
5/3	Matters Arising	<ul style="list-style-type: none">• It was noted that the work to be carried out to make necessary changes to the Year One Graded Unit Assessment Exemplar had fallen behind schedule but it was intimated that this work would be carried out before the end of the year and would also incorporate those changes agreed for the Year 2 Graded Unit. <p>The changes had been made to the Unit and this was noted but any changes to the Graded Unit 1 and its associated Marking Schemes would be carried through to the Assessment Exemplar. As a result of each of the graded unit stages and their requisite marking breakdowns being updated</p>		

		<p>at the last meeting subsequent re-formatting of the content of the exemplar would be required to ensure that all changes were incorporated and correlated. This work would be carried out with a matter of urgency and members would be notified when the changes were finalised and the revised exemplar was available on the SQA secure web site. As noted above this will affect both graded Units therefore the revised assessment exemplar for each will comprise; the amended exemplar, an appendix containing the marking schemes and cover sheets along with pertinent examples of generic exemplification and guidance. The year one graded Unit will contain a second appendix containing both of the newly developed case studies for the graded unit.</p> <ul style="list-style-type: none"> • It was noted that the additional case studies for the Graded Unit 1 had been finalised and formally vetted and would be incorporated into the revised assessment exemplar. Those members wishing to receive an advance copy of the case studies could do so and it was noted that these should be treated as controlled documents. • Members noted that there had been revisions regarding three of the Human Resource Management related units within the Retail framework and these would be brought into the current framework. The units are: <ul style="list-style-type: none"> - <i>HRM: An Introduction</i> - <i>Recruitment Selection and Induction</i> - <i>Individual Employment Relations: Practice</i> <p>The new Units would be re-distributed to the QST members to gain their approval for being fit for purpose. The addition of Units to the framework would also be covered as part of the formal review and evaluation process.</p>		
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		<ul style="list-style-type: none"> Members noted that the Assessment Exemplar for the newly revised Organisation and Management Unit was currently being developed. 		
5/4	<p>Formal Evaluation of Retail Management HN – Year 1 and 2</p> <p>Summary Return – Centres</p> <p>Feedback from Visits to Centres - Candidates</p>	<p>Summary Return – Centres</p> <p>The findings of the centre survey that had been carried out were presented. A total of four responses had been received from a total of two centres. The summary findings would be distributed to members on request.</p> <p>Members noted the findings of the Survey Monkey questionnaire and the following summary points are raised:</p> <ul style="list-style-type: none"> There was general agreement that the Retail Management Course is currently heavily assessed using the assessment tools of reports and case studies with questions. There was general agreement that the balance of different types of assessment over the HNC/D was not appropriate. It was felt that there was too much testing of theory in Year 1 although this was understandable to a degree as a base of understanding had to be established before theory could be effectively applied in practice in Year 2. Members felt that the balance in Year 2 was about right as it stood. It was agreed that assessment issues primarily lay with the Retail specific Units at this stage. Responses indicate that, although there was an imbalance in the assessments used across the course, the overall aims and objectives of the modernised HNC/D had been met. 		

	<p>Next steps towards evaluation</p>	<p>Feedback from visits to centres – Candidates</p> <p>A verbal update was given regarding the centre visits that had taken place over the Summer to gather feedback from candidates on the HNC/D Retail Management Course. Generally the feedback was positive with most comment being made against the Graded Units and the centre delivery time for some of the units. The candidate responses would be collated and distributed to the team for information.</p> <p>Next steps towards evaluation</p> <p>Towards the next stage of the formal re-evaluation of the project it was noted that an assessment grid would be created for each of the Retail specific Units and would be distributed to the group to actively seek comments from all members regarding:</p> <ul style="list-style-type: none"> • The amount of assessment across each of the Units • Identifying links between Units where assessments could be cross referenced and integrated • Making suggestion for change to current assessments and highlighting those Units with assessments that are balanced and work effectively. <p>The deadline for the return of these comments will be Monday 4th February at which point all feedback will be collated and recommendations considered at the next meeting of the QST on the 24th April 2008.</p>		
<p>5/5</p>	<p>Graded Unit 2 – Feedback and Group Discussion</p>	<p>Members gave feedback regarding the Year Two Graded Unit.</p> <p>There were no changes required to be made to the Unit Specification for the Graded Unit Year 2.</p>		

		<p>Members discussed the marking schemes for the three stages of the Unit in detail and changes to the Graded Unit Year Two Assessment Exemplar were agreed upon and would be implemented accordingly:</p> <ul style="list-style-type: none"> • As per the Graded Unit Year One all current marks would be doubled therefore making 40 marks for the Planning Stage, 120 marks for the Developing Stage and 40 marks for the Evaluating Stage. • A fully marked up copy of the changes made to the assessment exemplar would be distributed along with the QST action grid. 		
5/6	External Verification of HN Graded Units 2007/2008	<p>A paper was presented that had been dispatched to all centres via the Assessment Standards section and which gave an update on plans for External Verification of Higher National Graded Units for 2007/2008. In summary the paper outlined arrangements for submission of materials to be prior verified – requesting centres to submit materials before the end of December 2007 if possible.</p> <p>Members also noted that project based graded units would be verified through interim verification visits this session and verifiers will look at a sample of incomplete evidence. The date of the visit will be agreed by the verifier and the centre SQA coordinator but should ideally take place when there is sufficient evidence of assessment decisions for the Planning and Development phases of the project.</p> <p>Members supported the revised process as being more flexible and meeting centre needs.</p> <p>Verification of graded units would focus on any new centres delivering for the first time. It was thought that two new colleges would potentially be offering the HN Retail Management qualifications next session.</p>		

5/7	Skillsmart Retail Update (SQS)	<p>A verbal update on Skillsmart Retail's development of the Sector Qualifications Strategy for Retail was given.</p> <p>The SSC is currently consulting with Awarding Bodies and a final draft was expected in January 2008.</p>		
5/8	Any Other Business	<p>Skills for Work: Retail (Intermediate 2) Development</p> <p>A brief update was given on the current development of the Skills for Work Course in Retail (Intermediate 2) which was due for operational validation in November with a formal launch in March 2008.</p>		
5/9	Date of Next Meeting	<p>The next meeting of the QST will be in April 2008.</p>		