

10 January 2008

To: SQA Co-ordinator

Action by Recipient
Response required
✓ Note and pass on
Note — update/information only

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**The contents of this letter should be passed to the member of staff responsible for SVQs in Business and Administration.**

Dear Colleague

**Proposed Qualifications Support Team (QST) — SVQ Business and Administration**

I am writing to advise you of our plan to set up a Qualifications Support Team (QST) for the SVQs in Business and Administration. The purpose of the group would be to support the development and delivery of the SVQs with a remit to:

- ◆ provide advice and information to the Qualifications Team in relation to Business and Administration SVQs
- ◆ discuss the needs of centres in relation to the delivery of SQA qualifications in this area
- ◆ provide feedback on proposed developments and changes to Cfa standards
- ◆ advise the Qualifications Team on how best to liaise and communicate with centres in order to discuss and share best practice

We envisage that the group will meet twice each year and membership would be on a two-year rolling basis. Travel expenses will be reimbursed but please note that participants must gain agreement from their primary employer as meetings will be held during normal working hours.

If you would like to be considered for membership of the group, please download and complete the QDT/QST Expression of Interest form, which you will find on the left-hand menu within the SVQ section of SQA's website ([www.sqa.org.uk/svq](http://www.sqa.org.uk/svq)), and return to me by Friday 8 February 2008.

The group membership will be selected based on a fair representation of centres (geographical, size and type) and we hope that the first meeting of the group will take place end of February/early March 2008.

We look forward to hearing from you.

Yours sincerely

*Laura Kincaid*

Laura Kincaid  
Qualifications Officer  
HN SVQ Business & IT