

Our Ref: SM/JC

18 October 2006

To: SQA Co-ordinator  
**For the attention of all staff responsible for the  
delivery of Scottish Vocational Qualifications  
Business and Administration**

Action by Recipient
Response required
✓ Note and pass on
None — update/information only

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Dear Colleague,

### **SVQ Business and Administration, levels 1-4**

May I take this opportunity to thank everyone who attended the recent network meeting at the Stirling Management Centre. Feedback from the event was very positive and a large part of the day's success was down to the enthusiasm and support you provided in the workshops and discussions.

I hope you find the following information useful in supporting you in the delivery of the awards:

#### **Website**

As you are probably aware, the SVQ Search section of our website ([www.sqa.org.uk/SVQ](http://www.sqa.org.uk/SVQ)) is currently unavailable as it is undergoing reconstruction. Once this is up and running again, a list of frequently asked questions (FAQs) relating to the awards will be set up and updated on an on-going basis.

#### **CfA update**

SQA has been working with CfA recently to agree the way forward in ensuring that assessment guidance for the awards is more robust and supportive than at present. CfA has proposed that evidence requirements are produced for use by all awarding bodies. Whilst all awarding bodies have agreed to this, the method for producing them is still under discussion.

We will keep you updated on this development and let you know when these will be available.

#### **Specialist option — Investigate Cases**

A submission to add the above specialist optional Unit to the level 3 award has been made to the Accreditation Unit. Centres will be updated with the result of this submission in due course.

## Network event — 27 September 2006

At the event, the following outcomes were agreed:

- ◆ **Interim evidence requirements:** SQA will produce evidence requirements for those Units which lack sufficient assessment guidance at present. These would be an interim solution until evidence requirements are produced by CfA and will be available for the new year.
- ◆ **Future networking events:** SQA to consider two networking events per year:
  - one national event for updates, sharing good practice, networking
  - smaller events at regional level concentrating on such things as e-portfolios, assessor/verifier issues, professional discussion
- ◆ **Smart groups:** A smart group has been set up, which centres can subscribe to by e-mailing: [svqadmin-subscribe@smartgroups.com](mailto:svqadmin-subscribe@smartgroups.com)

Please note — this is not an official SQA information or communication channel and will not be monitored or maintained by us. It is simply a vehicle for you to exchange news, ideas and share information.

- ◆ **Frequently asked questions (FAQs):** A list of FAQs will be placed on our website and updated on a regular basis. As the website is currently unavailable, the following questions and answers reflect those raised at the network event:

- **How long are completed portfolios required to be retained for external verification purposes?**

*Completed portfolios need only be retained for three weeks. However, if an External Verifier has notified you of an intended verification visit, which includes a completed portfolio, the portfolio should be retained for the visit.*

- **How long should centres be given by an External Verifier when notifying them of the candidates they wish to sample portfolios for?**

*Centres should be told of this no later than six weeks in advance of the visit date.*

- **What is the position if a centre is unable to get a portfolio back from a candidate in time for an External Verifier visit?**

*External Verifiers should give centres at least six weeks notice of which portfolios they wish to sample, which should leave sufficient time to retrieve work from candidates. Unless these timescales have been seriously reduced or where there are no other exceptional or valid reasons for not retrieving work, failure to produce a requested portfolio may lead to a hold decision.*

- **For the imported Units within the frameworks — which assessment strategy should centres refer to?**

*Centres should always refer to the originating assessment strategy for all imported Units.*

— **Do the skills listed in the Units need to be evidenced?**

*No — you may wish to show how the skills are overtaken, however, this is not a requirement and External Verifiers will not look for this.*

I hope you find this information helpful. However, if you have any questions or comments, please do not hesitate to contact Julie Carruth or myself.

Yours faithfully



Sue Macfarlane  
Qualifications Manager — HN/SVQ Business & IT