

13 February 2013

To: Head of centres

Cc : SQA Co-ordinator
Secondary Schools and Colleges
Education Authorities
HMIE

Contact: Angela Baird
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Dear Colleague

This briefing note is intended to offer practical advice and support on the issues being raised by centre staff with SQA, and should be distributed to those staff responsible for Travel & Tourism. It contains information about the following:

1. **DM4M Businesses Practices Unit (Intermediate 2)**
2. **Travel & Tourism: Arrangements and NABs**
3. **Understanding Standards material**
4. **C06J Selling Scheduled Air Travel (Higher)**
5. **C03T Selling Overseas Tourist Destinations (Intermediate 2)**
6. **Internal and External Assessment Reports**
7. **Working with SQA**
8. **Future Qualifications**

1. **DM4M Businesses Practices Unit (Intermediate 2)**

The Understanding Standards website (www.understandingstandards.org.uk) has support materials posted on it which provides examples of materials submitted to SQA for verification. It is hoped these will provide centres with useful guidance to help them make decisions about candidate performance and at the same time show examples of how this evidence may be gathered.

2. **Travel and Tourism: Arrangements and NABs**

Centres are reminded to use the current arrangements documents which are available from SQA's website (<http://www.sqa.org.uk/sqa/3313.html>) and the current NABs which can be downloaded from the secure website (<http://secure.sqa.org.uk/secure/1624.html>). The following NABs were updated in 2009:

F5G012/ NAB001	The Structure of the Travel and Tourism Industry	H
F5G012/ NAB002	The Structure of the Travel and Tourism Industry	H
F5G012/ NAB003	The Structure of the Travel and Tourism Industry	H

Centres are reminded that if a candidate needs to be re-assessed an alternative NAB should be used.

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3. C06J Selling Scheduled Air Travel (Higher)

Centres are reminded that Selling Scheduled Air Travel has been removed from the NQ Catalogue as part of the implementation of the agreed policy on low uptake National Courses. The Units making up this Course will be retained in the catalogue.

4. C03T Selling Overseas Tourist Destinations (Intermediate 2)

Centres are advised that updates have been made to the arrangements document for the Extended Case Study; the changes can be found on pages 1,4,5 and 8. The updated document is available on the SQA website (<http://www.sqa.org.uk/sqa/41182.html>).

5. Internal and External Assessment Reports

The 2010 reports are currently being processed and will be available on the SQA website very soon (<http://www.sqa.org.uk/sqa/3313.html>). These reports offer useful advice on candidate performance to those involved in the delivery of Travel and Tourism.

6. Working with SQA

Would you like to get more involved with SQA? Currently SQA is recruiting markers and verifiers for a range of subjects including travel and tourism and geography. If you or someone from your centre, is interested then please visit the Appointee Management section of the SQA website (<http://www.sqa.org.uk/sqa/23566.html>) where you will find information about these roles, the selection criteria and the application process. If you are interested in joining the Assessment Panel for either travel and tourism or geography then please contact me using the email address above.

7. Future Qualifications

Would you like to get involved in the development of future qualifications? Subject Working Groups (SWGs) to help us develop the next generation of National Qualifications will be established from summer 2010 to carry out discrete pieces of work, for example, developing the rationale and course summary, unit specification or unit support pack for a particular subject area. If you are interested in helping us with this work, please visit <http://www.sqa.org.uk/sqa/34644.html> and submit the 'Registration of Interest' form.

For information on the next generation of qualifications please visit <http://www.sqa.org.uk/sqa/34714.html>.

I trust that this information is of use to you. Should you wish any further advice about the content of this letter please contact me as indicated above.

Yours faithfully

Angela Baird
Qualifications Manager
People and Services