

SCOTTISH QUALIFICATIONS AUTHORITY

QUALIFICATIONS SUPPORT TEAM FOR HN ACCOUNTING, ADMINISTRATION AND INFORMATION TECHNOLOGY, BUSINESS AND FINANCIAL SERVICES

ACTION GRID – MEETING 13 HELD ON TUESDAY 4 OCTOBER 2011

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
13/1	Welcome and Introduction	The Qualifications Manager (QM) welcomed everyone to the meeting.		
13/2	QST – Role, Remit and Membership	<p>The meeting discussed the role of the QST. It was agreed that two half-day meetings should be held annually – May and October - for these large uptake qualifications.</p> <p>The QM proposed that there should be three QST members for each qualification area. This was agreed by the members. It was also proposed that an EV for each of the areas be included in the membership as they could provide a broader view on issues relating to the HN qualifications – the EV attending could rotate and need not be fixed.</p> <p><i>Action:</i> Members to inform QM of willingness to continue on QST.</p>	All	31 Oct 2011
13/3	Group Award Statistics	<p>The statistics for the 6 HN Group Awards for the past 3 years were distributed. Entries and certification had remained stable over the 3-year period. Discussion around the spread of grades for the Graded Units (2004 frameworks) took place and the meeting agreed that annual variances were negligible and did not give cause for concern.</p> <p>The figures for the 2010 Graded Unit 1s showed a 5% decrease in those achieving an 'A' for Accounting; a 12% increase in those achieving an 'A' for Business; and a 2% increase in those achieving an 'A' for AIT compared with candidates undertaking the 2004 Graded Unit 1s.</p> <p>It was agreed that these figures would be more meaningful after figures</p>		

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		<p>for a second year of the 2010 frameworks' Graded Units were available.</p> <p><i>Action:</i> Figures to be reviewed annually at October QST meeting.</p>	QO	Sept/Oct 2011
13/4	2010 Frameworks	<p>The meeting was updated on Units added to the options within the 2010 HN Accounting frameworks since August 2010 – information is included in History of Change section of Arrangements Document. Information on the availability of Assessment Exemplars was given. It was agreed that the delay in the availability of the exemplars was causing some problems for centres. It was stated that within some of the Accounting Units the error tolerance was inconsistent with some smaller assessments being given the same tolerance as more testing or lengthy assessments. It was agreed that the two Accounting representatives, on the QST, feedback on error tolerance range within the SCQF level 7 Units. This information could be the basis for a workshop at the February Network meeting, with a view to making minor changes to Units (if necessary) from 1 August 2012.</p> <p>The meeting was informed about additions to the 2010 HN Business and Administration and Information Technology frameworks (details in Arrangements Documents) and availability of assessment exemplars. A number of optional Units including the SCQF level 6 Units and the Medical Units within the AIT frameworks had also been updated, and added to the frameworks from August 2011. Assessment Exemplars for these optional Units had either been produced or were scheduled for the end of the year.</p> <p>The meeting agreed that centres should be asked to submit requests for additional optional Units to be added to the HN frameworks by March/April of each year. This will allow the QST to could consider these requests and enable the amendments to be made to the frameworks for the start of the new academic session.</p>	Accounting QST members	

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		<i>Action: Centres to be informed</i>	QM/QO	Feb 2012
13/5	Review of HN Optional Units contributing to Business Group Awards	HN Reviews are being undertaken by other Qualification Development teams – Marketing, HRM and Customer Service - which may impact on the optional units within the Business awards. As the reviews were going to be of a 'light touch' it was not envisaged that there would be any significant impact on the HN Business group awards.		
13/6	Scotland's Colleges Update	No information about any planned events or support materials was available from Scotland's Colleges.		
13/7	Understanding Standards Update	<p>The QM informed the meeting that EVs were working on annotating a sample of Graded Unit 1 scripts, for the 2010 frameworks, submitted for central verification in June 2011 to promote Understanding Standards for practitioners delivering the new awards. Target date for uploading these to the website is January 2012.</p> <p>It is planned to undertake similar work on sample Graded Units 2 and 3 scripts in August/September 2012 and make them available on the Understanding Standards website in January 2013, but project will be budget dependent.</p> <p><i>Action:</i> It was agreed that a demonstration of how to access Understanding Standards materials should be incorporated into the 2012 Network meetings.</p>	QM/QO	Feb 2011
13/8	Development of Integrated Assessments Update	<p>Following the February 2011 Networks, Sharon had contacted several people regarding sample material for integrated assessments but no material had been forthcoming.</p> <p>One of the QST Accounting representatives informed the meeting that their centre was piloting the integration of the Units <i>Accounting: Graded Unit 2, Research Skills</i> and <i>Using Software Application Packages</i>.</p>		

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		<p>The same centre is also piloting the integration of Business: Graded Unit 2 and Research Skills.</p> <p><i>Action:</i> QST members asked to submit ideas for integration of assessment of Outcomes/Units. SQA to follow up integration of Graded Units with Research Skills with centre</p>	<p>All</p> <p>QM</p>	<p>14 Nov 2011</p> <p>Feb 2012</p>
13/9	HN Network Events – QST Support/Input	<p>Network Events will be held in February 2012 – Business on 20 February; AIT on 24 February; and Accounting on 29 February.</p> <p>Proposals, to date, for workshops (from EVs and Network feedback) include:</p> <ul style="list-style-type: none"> ◆ Experiences of delivering HND 2nd year Units ◆ Understanding Standards ◆ On-line materials ◆ CfE senior phase ◆ Central Verification Events – what happens, etc at these events ◆ Error tolerance and consistency of tolerances over Units (Accounting only) <p><i>Action:</i> Members were asked to suggest topics/workshops for the Network Events.</p>	<p>All</p>	<p>14 Nov 2011</p>
13/10	External Verification Reports	<p>QM informed the meeting that although all reports had been signed off only the HN Business reports had been uploaded to the website. Reports known as ‘Internal Assessment Reports.’</p> <p>Link to HN Business reports - http://www.sqa.org.uk/sqa/25737.html</p>		
13/11	Any Other Business	<p>Review of International Frameworks – QM informed the meeting that the international Business frameworks now came under her area of</p>		

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		<p>responsibility and they were being updated to include the 2010 Units. The revised frameworks would be available to international centres from August 2012.</p> <p>Timing of Future Meetings – it was agreed that the most convenient time for QST meetings would be May and October. Centres would be asked to submit requests for additions to frameworks by middle of April to enable the QST to discuss at May meeting and centres to be advised of outcome by middle of May.</p> <p>Candidate/Centre Consultation – samples of SurveyMonkey questionnaires for the HN awards were distributed. The purpose of the questionnaires is to gain feedback from candidates and centres on an annual basis to feed into future reviews and to inform QD and QST. Surveys would be made available from end of March until late June.</p> <p><i>Action:</i> Members to feedback comments on questionnaires</p> <p>HN Financial Services – although the Group Awards were not subject to review, four of the Units used by international centres and some Scottish centres as options are being updated and will be available for August 2012. The Units being reviewed are: <i>Personal Financial Services; Pension Provision; Personal and Commercial Lending; and Financial Services: Regulatory Requirements</i></p>	All/QO	14 Nov 2011
13/12	Date of Next Meeting	The next meeting will be held during the first week in May	QM	