**Action Grid for 3rd QST Meeting for HNC Events/HND Events Management – Friday 4 December, 2009**

The table shown below details the discussions that took place at the third Qualifications Support Team Meeting for HNC Events and HND Event Management Target dates and actionees are detailed also. Text that appears in purple highlights actions which have been completed since the meeting took place.

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| **Agenda Item** | **Agenda Title** | **Minute/Action** | **Actionee/s** | **Date** |
| 3/1 | Welcome and Introductions | Gordon welcomed the group. New members were welcomed to the QST. There were significant numbers of candidates reported going through both courses, which reflects the growing demand in this area. For the benefit of the new members of the Group, CK outlined the remit of the QST, stating the key aim of a QST is to effect ongoing improvements to Group Awards and to ensure that centres delivering the Group Awards understand the standards and processes associated with delivery and assessment. The model is based on fostering a culture of collaborative working and sharing best practice. |  |  |
| 3/2 | Minutes of Last Meeting | There was a minor amendment to the minutes, which was agreed but does not affect the minutes for the second QST meeting which appeared on the web. Otherwise the minutes were agreed as accurate. |  |  |
| 3/3 | Matters Arising | Under agenda item 2/3 of previous minutes, subheading General Points, GMc confirmed that universities had not got back to him about the need for a festival Unit to be included in the frameworks to allow for smoother articulation. Discussion took place with all the colleges regarding the inconsistent articulation processes. GMc stated that he had received feedback from universities to say that candidates who had completed the HNC course were better prepared for University than those who had not completed the course. |  |  |
| 3/4 | Membership Update | HF provided the group with a paper copy of the membership details. |  |  |

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| 3/5 | Delivery Issues | **Exhibition Planning and Organising**  Under **Assessment in ‘General information for Centres’** amend last sentence from ‘Each Outcome could be completed in 1,500 words or equivalent’ to ‘Each Outcome could be completed in 1000 words or equivalent’. Alternatively Outcome 3 could be completed as a practical activity  The following amendments to **Outcome 1** were agreed:  *Under K/S*  Remove 5th bullet point ‘professional associations’.  *Under 2nd ER:*  Change from ‘explain four types of exhibitions organised within the industry which should include consumer shows, community exhibitions, cultural exhibitions and trade exhibitions’ to:  ‘Explain two types of exhibitions organised within the industry, selecting two from the following: consumer shows, community exhibitions, cultural exhibitions, trade exhibitions.’  *Under 3rd ER:*  Change from ‘investigate examples of target audiences and visitor numbers for the above four exhibitions’ to  ‘Investigate examples of target audiences and visitor numbers for the two selected exhibitions’  *Under 4th ER:*  Change from ‘Explain the marketing mix for the above four exhibitions’ to  ‘Explain the marketing mix for the two selected exhibitions’.  *5th ER*: Remove ‘describe professional associations for the exhibition industry’.  Under Outcome 1 Assessment Guidance:  It was agreed to change ‘It is recommended that assessment is completed in 1,500 words or equivalent’ to reduce the wording to ‘It is recommended that assessment is completed in 1000 words or equivalent’.  The following changes to **Outcome 2** were agreed:  Under Knowledge and Skills, remove 7th K/S ‘Media and Press Facilities’.  *Under 2nd ER:*  Change from ‘explain a range of four exhibition venues with regards to scope, size, location, layout, design and services. At least one should cover a large scale venue and compare one bespoke exhibition stand and one modular exhibition stand’ to:  ‘Explain a range of two exhibition venues (one large venue and one small venue) with regards to scope, size, location, layout, design and services.  *Under 6th ER*: change from ‘Explain 4 services and four items of equipment that can be supplied by outside contractors when involved in exhibitions. This should include lighting, staging, specialist equipment and AV’ to:  ‘Explain two services and two items of equipment that can be supplied by outside contractors when involved in exhibitions. The two items of equipment should be chosen from the following: lighting, staging, specialist equipment, AV.  *Remove 7th ER:* ‘Describe the process of assembling a facility of accommodation for the press and media.  Under Assessment Guidelines in Outcome 2 – change from ‘It is recommended that assessment is completed in 1,500 words or equivalent’ to ‘It is recommended that assessment is completed in 1000 words or equivalent’.  Under **Outcome 3**, Assessment Guidelines:  Add additional sentence ‘Alternatively this Outcome could be completed as a practical activity. For more information on integration, see support notes under ‘Guidance on content and context for this Unit’.  In **support notes, under ‘Guidance on the content and context for this Unit**, under Outcome 3 add ‘There are integration opportunities for Outcome 3 with Outcome 4 of Events Applications, and with the Unit Work Experience.’  Support Notes would also be checked for any subsequent changes needed to reflect the agreed changes in the mandatory section of the Unit to ensure consistency.  **Conferences: An Introduction**  Under **Assessment under ‘General information for Centres’, and Assessment guidelines under Outcomes 1 and 2** add ‘Alternatively Outcomes 1 and 2 could be based on a practical activity candidates have carried out, for example where candidates have organised and evaluated a conference’. | **HF** | **January 2010** |

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| 3/6 | Graded Unit(s) and Assessment Exemplar Issues | The QST considered whether it was appropriate to hand out to candidates the A and C grade criteria which has been adapted in the Assessment Exemplar. The QST suggested it would be more appropriate to provide the Grade A and Grade C criteria directly from the Unit specification.  **Graded Unit 1**  Colleges shared their experiences of delivering the Graded Unit 1. As there are a number of new colleges, the QST felt it would be beneficial to meet up in addition to the QST meetings in order to share best practice. It was suggested an additional exemplar would be useful for Graded Unit 1. This would be considered in light of available resources.  **Graded Unit 2**  Discussion took place regarding the Assessment Exemplar for Graded Unit 2, which is now available to centres on the secure site.  It was discussed whether there should be an inclusion of the finance Unit Preparing Financial Forecasts under the Recommended Prior Knowledge and Skills in the Unit specification. It was felt that this would expand on the existing principal aims of the Graded Unit, and would also allow for inclusion of financial information in the Assessment Exemplar. It was agreed that this would be appropriate, however would not be included in the current Graded Unit, but would be worked on for delivery  in 2010. | HF/CK  HF/CK | Review with financial year  Review with financial year |
| 3/7 | Work Experience Unit (DV0M 34) | Advice was sought on delivery of the Work Experience Unit. Broad discussion took place regarding this – and most colleges confirmed that they timetabled 1 hour per week for a year in teaching time, then a minimum of 20 hours in work placement. A number of colleges tried to arrange work placements to be completed in a one week block or otherwise 5 single days. All colleges agreed that there was a difficulty in getting work placements for candidates, particularly when there were large numbers of candidates needing placements. |  |  |

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| 3/8 | Review and Maintenance for Events Frameworks | *Managing Change*  The Managing Change paper was distributed to all QST members, to provide information on key dates when arranging changes to the Group Awards. It was highlighted that comments could be submitted at any time via comment forms available on the website.  *People 1st, NOS, LMI, SVQs for Events*  CK asked for feedback regarding the People 1st information distributed. Members were doubtful of a market for SVQs given the profile and nature of the sector. It was suggested that PDA development may be more appropriate.  CK confirmed that the modernised HNs do not have a fixed validation period, and we will be updating the qualifications incrementally. However a review involving internal stakeholders, eg employers and Higher Education would be necessary every 5 years. This need not lead to significant revision but should be a robust process that confirms the HN frameworks for Events are fit for purpose. |  |  |
| 3/9 | Survey Monkey | It was agreed that Easter would be the most appropriate time for the Survey Monkey to be distributed.  HF will update the candidate survey to include questions on:   * Which institution they are from * How they feel about the workload of the Units? * What relevant employment experience do they have?   HF will also take out references to Scottish Group Awards, GSVQs. | HF | Easter 2010 |
| 3/10 | Support Materials and Staff Development Needs | GMc asked if people were involved in the Solar project for the NC Events qualifications, which centres are in consultation with our NQGA department about. He encouraged all centres to speak to their relevant department colleagues to become involved in this consultation.  CPD of staff was discussed, and it was agreed that it would be good practice for lecturers teaching Events to have up-to-date work experience in the Events industry. |  |  |

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| 3/11 | Workplace Communication in English Unit  (DE1K 33) | It was agreed that the QST felt unable to comment directly on the Unit and would forward the survey on to the relevant departments in each of their colleges. |  |  |
| 3/12 | Any Other Business | Food and Beverage Unit – QST members agreed to share their exemplar materials to help with delivery of this Unit.  JMc confirmed that they received notification that the Marketing Unit, *Marketing: An Introduction* has been updated. HF will arrange for the Arrangements Document to be updated to reflect this change in code, which is now F7BX 34. Since the meeting, we have found out that there is an Assessment Exemplar being developed for the Marketing Unit. | HF | Completed |
| 3/13 | Date of Next Meeting | * Meetings for 2010 in March and October were scheduled by the QST members. |  |  |