**SCOTTISH QUALIFICATIONS AUTHORITY**

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

**ACTION GRID – MEETING 22 HELD ON WEDNESDAY 1 JUNE 2015  
  
Present:** QM,BAQO, AFQO, 4 x centre representatives

**Apologies:** 2 x centre representatives

| **Ref** | **Agenda/Minute Title** | **Agreed Action** | **Action to be taken by** | **Target Date** |
| --- | --- | --- | --- | --- |
| 22/1 | Welcome | The QM welcomed everyone to the meeting and provided apologies. |  |  |
| 22/2 | Action Grid from Meeting 21 | There were no issues of accuracy raised with the Action Grid from meeting 21.  Action points were discussed as follows:  SOLAR  HN Administration and IT  Graded Unit 1 dynamically generated Paper 1 assessment has been delayed due to difficulties producing a SOLAR assessment that conforms with the design rules required by the unit specification. SOLAR team are unable to provide a firm date for this to be available.  There are three Administration and IT Graded Unit 1 Paper 1 SOLAR assessments currently available. These are identical to the paper-based ASPs.  Accounting  A SOLAR assessment is being created from the ASP for Recording Financial Information. Timelines are still to be confirmed.  **Action:** Obtain update from SOLAR team for August Update Letter  Feedback was submitted along with apologies from one QRT member regarding the HN Enhancements project for discussion. The feedback in respect of Economic Issues: An Introduction and the combined Business: Graded Unit 2 and Research Skills assessments, was positive.  Another member supported this feedback, adding that there had been more fails within classes, but these were fair and not unexpected in the cases of candidates who did fail. The Enhancements approach also helped to demarcate the end of the assessment process in relation to re-assessment. | AFQO/BAQO | July 2016 |
| 22/3 | Network Event feedback | All three Network Events were positively received. Most of the feedback from delegates related to softer outputs which are hard to quantify but tangible, such as networking with peers and SQA.  There is an increasing drive by SQA and among the Education sector generally, to make wider use of technology. The suggestion of using Webinars rather than physical Network Events has been promoted within SQA, however the continued feeling of the HN Business subjects Qualification team and the QST is that the critical softer outputs referred to would be lost if this were to be implemented. Currently there are no plans to adopt the webinar model. There are more benefits to Network Events than simply dissemination of information.  The Ushare facility was well received at all events. QST members asked if there is an option to subscribe to updates. BAQO will follow this up with the SQA Marketing team. Some information will be included in the August update letter as a reminder to centres. | BAQO | August 2016 |
| 22/4 | HN Surveys | At the time of the meeting (1st June) the surveys were still live. Response rates as of that date were:  Accounting 74 candidates 17 centres  Administration and IT 50 candidates 18 centres  Business 21 candidates 26 centres  Analysis will be available for the next QST meeting  **Action:** Identify centres who have not responded if possible. | AFQO/BAQO | June 2016 |
| 22/5 | Statistical Report 2015 (Uptake) | Accounting, AIT and Business all continue to feature in the top 10 SQA HNC/Ds by entry figures.  International provision supports this demand, particularly in the case of Business.  Uptake of HNC Administration and IT has reduced significantly and there was discussion as to possible reasons. One example was given of a centre offering HNC Events Management, rather than AIT, and then articulating to their Business degree programme. The QST felt that Administration and IT provides a broader grounding in similar knowledge and skills which may serve candidates better for a wider range of vocational paths. |  |  |
| 22/6 | HN Administration and Information Limited Review | BAQO gave an update on progress. The first Qualification review Team (QRT) meeting took place on 29 April where the outcomes of the extensive scoping exercise were analysed and discussed. Amendments to some units were agreed in this meeting and allocated to members of the QRT for action.  The headline changes are to the units Office Technologies and ITIB Spreadsheets which have attracted a significant volume of comments and feedback from centres.  Office Technologies is essentially being re-written from scratch to bring it up to date with current demands and amendments are being made to ITIB Spreadsheets to simplify and reduce assessment. ITIB Spreadsheets is also a mandatory Unit within HNC/D Business.  Other headlines are feedback that assessment of Recording Financial Transactions is onerous and that ICT in Business could be updated.  Changes will have an effect on Graded Units. |  |  |
| 22/7 | HN Accounting – standards update | AFQO gave an update.  The year 2 Level 8 mandatory units have been revised. Unit specifications are available on HN Accounting webpage with a watermark that they are for delivery for session 2016/17, from August 2016. The units will be put on the HN unit search function over the summer break.  Two units – Financial Reporting and Analysis and, Accounting for Specialised Transactions have been re-coded as changes have been made to the statement of standards.  Using Financial Accounting Software – no action at this stage as SAGE have not made any amendments in line with FRS102.  Income Tax – a new ASP will be written to address changes in personal allowances and the Scottish Government fiscal powers (eg ‘S’ in front of tax codes).  Re HN Business – it was confirmed that Preparing Financial Forecasts has been updated as part of this work. |  |  |
| 22/8 | HN Unit and ASP comments | No comments have been submitted by centres outwith those received as part of the HN Administration and IT Review.  BAQO advised that two units have been added as options to the HNC and HND Business frameworks at the request of a centre:  Digital Marketing Communications FK93 34 (SCQF Level 7)  Marketing Communications: Using Digital Media FK92 35 (SCQF Level 8)  Consideration can be given to adding these units as options to HNC/D Administration and IT as part of the ongoing Review.  In response to a query from a centre, there was some discussion around management of late submissions of project and coursework for assessments. It was agreed that it continues to be appropriate for this to be managed by centres who have access to all the pertaining information and circumstances. |  |  |
| 22/9 | Any other Business | BAQO advised that Skills Development Scotland have finalised the framework for the Foundation Apprenticeship in Business Skills. Foundation Apprenticeships combine knowledge-based units with workplace assessment. In the case of Business Skills this consists of units from the NPA in Business with IT, SVQ units in Business and Administration and a new NQ work-based unit. The Business Skills Foundation Apprenticeship will be available for delivery from August 2016.  BAQO advised that a business case is being prepared for the accreditation of a CBQ qualification in Enterprise Skills in a Business Environment. The qualification is based on National Occupational Standards and follows an SVQ style Assessment Strategy. The content covers entrepreneurial activities and skills, but is not limited to the entrepreneurial context; it is open to those who have transformational and innovative roles within organisations. There is potential to deliver to young people via a Social Enterprise model or mentored work placement. The qualification has been piloted in a Fife high school via the SSC’s awarding body arm with support from Fife council.  A QRT member provided names of two colleagues who may be interested in supporting the development.  A request was made for uptake figures for NC Accounting for comparison with HN. | BAQO  AFQO | June 2016  June 2016 |
| 22/10 | Date of Next Meeting | A provisional date of Wednesday 26th October 2016 was agreed for meeting 23 of the QST. |  |  |