



## National Qualifications Support Team Care (including Childcare)

Action grid from meeting held on 30 October 2014

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
1	Welcome and introductions	Qualifications Manager Mary Hainey (MH) welcomed everyone to the first meeting of the NQST.		
2	Roles and remit of NQST confidentiality	MH advised that there will be an annual meeting supplemented with online discussions on the NQST Quickr place — a dedicated secure online forum for this team.		
3	NQST Quickr place demonstration	Qualifications Officer Jennifer Morrison (JM) demonstrated the NQST Quickr place.		
4	Verification activity 2013–14	There was some discussion about the role of the nominee. JM to circulate link to the <a href="#">Nominee page</a> on SQA's website.	JM	Nov 14
5	Overview of Understanding Standards activity	MH advised that there will be an Understanding Standards event for National 5 Care. <a href="#">Details can be found on SQA's website</a> . The exemplification materials produced will be published on SQA's secure site in due course.		
6	N4 Project — word count	Members raised a question about the word count for the N4 Added Value Unit. JM to investigate and respond to members.	JM	Nov 14
7	N4 Project exemplar material	Members asked about the possibility of publishing exemplar materials for the N4 project. JM to investigate and confirm with members via the forum.	JM	Nov 14