

National Qualifications Support Team Hospitality



Action grid from meeting held on 29 October 2014

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
1	Welcome and introductions	Qualifications Manager Graeme Findlay (GF) welcomed everyone to the first meeting of the NQST. All members introduced themselves.		
2	Roles and remit of NQST confidentiality	GF discussed and explained to the group the role and remit of the NQST in Hospitality.		
3	NQST Quickr Place demonstration	Qualifications Officer Suzanne Train (ST) demonstrated the NQST Quickr place — a dedicated secure online forum for this team.		
5	Verification activity 2013–14	Members discussed the Key Messages Reports .		
6	Overview of Understanding Standards activity	Members were informed of the provisional dates and plans for N5 CPD events. Details can be found on SQA's website.		
7	Updates to UASP's and mandatory documents	Members were encouraged to discuss/suggest updates/changes to the mandatory documents and UASPs.	All	Ongoing
8	Verification	Subject Implementation Manager Mara Lindsay (ML) will liaise with the team to produce Practical Cake Craft visiting verification guidance. This will help centres prepare for verification.	ML	Ongoing

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9	Funding and teacher skills	Members raised concern about the lack of Home Economics teachers in schools. More support required from guidance teachers and faculty heads. GF to discuss with staff at University of Strathclyde and Education Scotland to help encourage this.	GF/HEI representative/Education Scotland	Ongoing
10	Ongoing communication	Members were encouraged to actively participate in the dedicated NQST online forum.	All	Ongoing