

SCOTTISH QUALIFICATIONS AUTHORITY

QUALIFICATIONS SUPPORT TEAM FOR HN ACCOUNTING, AIT, BUSINESS AND FINANCIAL SERVICES

ACTION GRID – MEETING 8 HELD ON MONDAY 22 JANUARY 2007

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
8/1	Welcome and Introduction	<p>Sue Macfarlane, Qualifications Manager, welcomed everyone to the meeting. Apologies were received from Kerry Fuller, Council for Administration (CfA) and one of the HN Business Representatives.</p> <p>The representative for HN Financial Services, has resigned from the QST due to changes in workload.</p>		
8/2	<p>Action Grid – Agenda Items from September QST meeting</p> <p>7.2</p>	<p>Due to circumstances outwith the QM's control marked HN scripts will not be placed on the Understanding Standards website until 2008. The training/practice materials used at the Graded Unit training events will be placed on the secure site with presentations on HN subject pages.</p> <p>Credit Transfer information has been placed on the HN subject pages and is included in the Arrangements documents.</p> <p>Amended assessment exemplars for Preparing Final Accounts, Cost Accounting and Using Financial Accounting Software are now on the secure website. An assessment exemplar for Medical Terminology for Administration Staff has been placed on the Administration & IT secure site. The exemplars for GP Medical Administration and Hospital Patient Administration will be on the secure site by end of January.</p> <p>The IT Units within the HN Business frameworks remain unchanged. Feedback from HN Business Quality Network confirmed that the sector wished to retain the 2 single credit IT units.</p> <p>Feedback from QST members and centres confirmed that there was no requirement for a Work Experience unit at SCQF level 8.</p>	QO	End of February

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8/3	Network/Training Events 7.2	<p>Delegate feedback from the events had been positive, although there is still an issue of information being passed from centre coordinator to relevant person. Delegates would like to receive relevant material prior to event.</p> <p>It was agreed that one network/training event for each of the HN subjects was sufficient. A choice of workshops should be available for delegates. October/November still preferred time for these events.</p> <p>Suggestions for future content included: discussion of second HND units; further marking exercises (particular project GUs); process for updating exemplars; integration opportunities; availability of support materials.</p> <p>QST to consult with colleagues and provide further feedback by 5 February 2007.</p>	All	5 February
8/4	Graded Unit Exemplars 7.2	<p>The undernoted exemplars are currently available on the secure website:</p> <p>Administration and Information Technology 2 x Graded Unit 1 3 x Graded Unit 2 2 x Graded Unit 3 a further Graded Unit 1 exemplar will be produced for this session but will not be available until Easter.</p> <p>Accounting 2 x Graded Unit 1 (a further exemplar will be placed on website by end of January) 2 x Graded Unit 2 2 x Graded Unit 3</p> <p>Business 4 x Graded Unit 1 1 x Graded Unit 2 4 x Graded Unit 3 a further Graded Unit 1 exemplar will be produced for this session but will not be available until March/April.</p> <p>Practice material for Graded Unit 1 (consisting of short case studies with a few questions) and a full practice paper for Graded Unit 3 will be placed on the website.</p>	QO	Mid/end February

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8/4 (cont)	Graded Unit Exemplars	<p>Graded Unit exemplars are being written for session 2007/2008.</p> <p>Administration and Information Technology 2 x Graded Unit 1 (based on revised unit specification) 1 x Graded Unit 2 1 x Graded Unit 3</p> <p>Accounting 2 x Graded Unit 1 (based on revised unit specification) 1 x Graded Unit 2 1 x Graded Unit 3</p> <p>Business 2 x Graded Unit 1 1 x Graded Unit 3</p>		
	7.4	Revised HN AIT Graded Unit 1 specification is 30% multiple choice/multiple response paper and 70% extended response paper with a mandatory question worth 40% and 2 from a choice of 3 questions each worth 15%.	QM to inform centres	Easter 2007
	7.4	<p>Revised HN Accounting Graded Unit 1 specification has 60% computational and 40% narrative. Narrative divided into financial and management sections each with 2 questions from a choice of 3.</p> <p>Next update letter will stress that SQA has no commitment to produce year on year exemplars.</p>		
8/5	COLEG Update	The QST's COLEG representative updated the meeting.		
	7.5	<p>The practice exam/revision material for HN Accounting Graded Unit 3 should be completed by end of January. Generic guide for project based Graded Units is only for the China project. The guide seems to be more of a student guide rather than tutor guide.</p> <p>Sue Macfarlane had met with COLEG earlier in January and it was agreed that SQA and COLEG should liaise more closely so that each party was aware of amendments to unit specifications and new packs available to support HN Units.</p> <p>Linda Meikle to become QST COLEG representative.</p>		

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8/5 (cont)	COLEG Update	Suggestions for COLEG material: Practice material for Graded Unit 3s. Suggested topics for Business project. Integration/problem solving based on case studies.		
8/6	Support Packs for HN Communication Unit (DE3N 34)	Senior Verifier in Communication had expressed concern about Support Packs for HN Unit Communication: Analysing and Presenting Complex Communication (DE3N 34). QST members could not comment on use of packs within their centres or integration of Communication with other units within group award. QST members asked to provide feedback to QM/QO by 5 February.	All	5 February
8/7	Feedback from QST Members	Members representing AIT stated that project GU had been a problem last session but appears to be going well in current session with the new assessment exemplars. Issues with exemplar assessment for Office Management (Outcome 1) – Blended learning material appears to address this issue. Members representing Accounting stated that HND candidates had to memorise formulae and layouts for second year units. Still some problems with exemplars (issues should be addressed via HN Comment forms). Time issue with RFI. Only issue with HN Business related to Managing People and Organisations but this is being addressed by relevant QM.		
8/8	Role of QST	QM informed the meeting that she would like the QST to become more strategic as next review of the HN Business awards draws nearer. Representation from Standard Setting Bodies and employers would be useful at some of these meetings. Members agreed that 2 half days and one full day meeting was sufficient within a calendar year.		
8/9	Any other Business	SQA had received a number of queries regarding Statistics for Business – the current exemplar does not quite match the specification. It was agreed that the specification should be look at and changes made for next session..	QM	
8/10	Date of Next Meeting	Next meeting will be held on Tuesday 1 May at 1230 hours.		