

Action Grid for 10th QST Meeting for HNC Events/HND Events Management

The table below details the discussion which took place at the Qualifications Support Team (QST) meeting for HNC Events and HND Events Management on 26th February 2014. Actions and target dates are also detailed.

Agenda Item	Agenda Title	Minute/Action	Actionee/s	Date
10/1	Welcome and Apologies	Members of the team were welcomed and apologies were noted from one member.		
10/2	Action Grid from Last Meeting	The action grid for the meeting held on 7 December 2012 was agreed as an accurate record of the meeting.		
10/3	Matters Arising	<p>JMcQ confirmed that she has completed the work on the Units <i>Event Legislation: Safety and Licensing</i> and <i>Event Budgeting and Funding</i> but has yet to submit it to SQA.</p> <p>KS also confirmed that he is continuing to work on multiple choice questions for the Unit <i>Event Legislation: Safety and Licensing</i> and would share this material with the QST when available.</p> <p>The QST were reminded that prior verified assessments can be downloaded from a dedicated section of the secure site. These materials are only available if the assessment writer has agreed for them to be shared by all approved centres.</p>	<p>JMcQ</p> <p>KS</p>	<p>Ongoing</p> <p>Ongoing</p>
10/4	Unit Development Update	<p>JMcQ confirmed that the adjustments that were made in the materials for <i>Digital Culture: Online Communication</i> have been going well.</p> <p>KS wished to discuss the possibility of candidates attaining credit from both the Communication Units. Please see Agenda Item 10/9 for further details.</p> <p>The QST discussed at length their centre's current approaches to integration</p>		

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		<p>of Units. CK informed the QST about a current project which SQA are looking into regarding Articulation from HN to University, which incorporates looking at alternative assessment approaches, including the increase of sampling, encouraging integration between and within Units and could help with reducing the overall assessment burden. The key subject areas the project is looking into at present include engineering, business, social sciences, so it does include Units which are currently in the Events frameworks. CK confirmed however that any materials that are produced from this project will be used alongside what is already available, and are not to be used as a replacement to the existing materials. A condition of using the assessment materials developed via the pilot would be to provide feedback and evaluation of their effectiveness. An Information Day for colleges was coming up in March, whereby centres could sign up to the next stage of the pilot.</p> <p>The QST discussed at length their centres' approaches to work experience. Primarily the discussion focused on how the number of hours of work experience was calculated in order to help candidates to meet any requirements from the various Degree courses at Universities across Scotland.</p>		
10/5	NC Unit FP63 12: Events Investigative Project – comments received	<p>HF gave the QST an update on the progress of requested changes for the optional Unit and associated ASP for <i>Events Investigative Project</i> FP63 12. HF confirmed that she hoped to get the changes marked up and out for comment to those involved in the review in the next couple of weeks. HF confirmed that at present these changes did not warrant a Unit code change and were primarily to do with consistency of terminology and amending the pro-formas in the ASP.</p>	HF	Mid - March 2014
10/6	PDA Events/PDA Events Operations	<p>GMcl thanked all who had been involved in the development and validation of the PDAs in Events and Events Operations. These are now available for use.</p>		

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		GMacD stated that there were copyright issues identified in the on-line materials he had submitted to SQA Academy for <i>Events Applications</i> . He was working with the relevant people to get a resolution to this problem and would adjust the materials when this had been completed. HF confirmed that the SQA web pages for these PDAs should be live by the end of the week.	GMacD	Ongoing
10/7	SurveyMonkey Results	<p>The QST reviewed the survey monkey results. It was noted that there was a small sample of respondents.</p> <p>HF agreed to put links to the relevant HN surveys for the current academic session as soon as possible, to try to encourage more respondents to complete the surveys.</p>	HF	Mid - March 2014
10/8	Verification Update, centres offering qualifications	<p>HF circulated details of all centres offering the HNs and NC in Events Co-Ordination.</p> <p>LR provided details about planned verification visits. The question was asked about whether new centres offering the qualifications are to receive a verification visit. CK confirmed that typically, a centre offering for the first time would be selected for verification.</p>		
10/9	5 year review of qualification	<p>The QST had an initial discussion about the 5 year review. It was agreed that changes were needed to the framework, but that generally the content of the Units were thought to be fit for purpose and continued to meet the aims of the HNs. However, some external confirmation of this would be required. The recent review of the National Occupational Standards (NOS) provided a benchmark for this. QST members had been involved in the review. Trends in the use of social media and increased emphasis on sustainability had been incorporated into the HNs and designed into the new PDAs. It was also suggested that the review should focus on the issues around over-assessment and take the opportunity to maximise e-enablement possibilities</p>		

