

Qualifications Support Team: Retail Management

Action grid for second meeting – Thursday 27th April 2006

The table shown below details the discussions that took place at the second Qualifications Support Team Meeting for HN Retail Management. Target dates and actionees are detailed also. Text that appears in purple highlights actions which have been completed since the meeting took place.

REF	AGENDA/MINUTE TITLE	NOTES OF DISCUSSION/ACTION AGREED	ACTIONEES	TARGET DATE
2/1	Welcome and Apologies	Members of the group were welcomed to the meeting by Christine Keenan.		
2/2	Minutes of Last Meeting	The minutes of the first meeting were noted as an accurate account. It was noted under Ref. 1/3 that the CD-Rom containing the HN Unit Specifications would be created and distributed to members. This would also include the latest version of the Retail Management Arrangements Document which currently required amendments. In the meantime members noted that all nationally developed HN Unit Specifications were available from the SQA's website as was the current version of Arrangements.	LP	JULY 2006
2/3	Matters Arising	Members of the group noted that the Retail specific Student Guides were currently still in production. COLEG were looking to identify writers for packs. These would be distributed as soon as they were available. If any of the members of the Retail QST were interested in writing Retail based materials for this reason they could express their interest to the International Team via Liam. Other Matters Arising were covered as part of the agenda.		

2/4	HN Support Materials – COLEG Liaison	Members noted paper 2/4 which recommended that a member of the group be nominated as COLEG liaison towards developing HN support materials. Those present felt at this early stage in the development of Retail based materials that SQA Officers should act as the immediate conduit between the QST and COLEG and feedback any recommendations that the QST may have. It was noted at this point that certain centres had involvement in the production of support materials via the BLENDED Project. Liam would take this forward with the HN product Team to ascertain both their awareness of the project and whether there was an SQA HN liaison established. This was investigated and fed back to all members.	CK/LP LP	ONGOING COMPLETED
2/5	Unit Specification, Assessment Exemplar and Assessment Issues	Members discussed the amount of investigations expected from a candidate as a result of the newly devised assessments and looked at possible solutions. These included creating alternative assessments (possibly more class based). There was general agreement that lecturers were becoming more confident in writing assessments and submitting them for prior moderation. The suggestion was also given that candidates could be given a choice of retailer to choose from at the beginning of the session. Members were asked to identify those units that were causing most concern and to suggest units which would benefit from alternative assessment exemplars adopting alternative assessment methodology though still complying with the evidence requirements in the Unit specification. Liam would investigate timescales for production with the Support Materials team and if integrated exemplars were feasible (i.e. an exemplar assessing across more than one Unit). Members of the QST felt that there were certain units within the Retail framework which would benefit from integrated assessments (for example Stock Presentation and Visual Merchandising Techniques). Liam would investigate the possibilities.	ALL LP LP	ASAP ASAP ASAP

		<p>Further to a request from the Accounting and Finance Development Team members were asked to consider proposed revised accounting units to gauge their suitability for inclusion in the Retail Management framework. General consensus from the team was that the current IFAS and UFAS Units fully met the needs of the frameworks and the request from the QST would be for these Units to be updated. Members felt that <i>Financial Accounting: An Introduction</i> could be appropriate in Year 1 but both <i>Management Accounting: An Introduction</i> and <i>Financial Analysis for Decision Making</i> definitely could not be used in the Retail context in Year 2. The strong preference therefore would be to see IFAS and UFAS retained and revised. Members also requested that should this take place that they would be happy to be involved in the development process. This was fed back to the responsible team.</p> <p>There was concern expressed by some members about the lack of Enterprise Units within the framework. It was agreed that the team would look at some possible options with a view to bringing in some additional optional Units to the framework. Suggestions made included “<i>Getting Started in Business</i>” and “<i>Business Enterprise Skills</i>”. Copies of the descriptors would be distributed to members to note their viability for inclusion.</p> <p>It was noted that “Business Enterprise Skills” was a locally devised unit which would not appear on the SQA web site and was also very dated. Liam would investigate whether there were any immediate replacements for this Unit and would check with the Business Qualification Officers to see if there were any other related units which may suit the needs of the Retail framework. It was suggested that “<i>Getting Started in Business</i>” could be an appropriate alternative. Liam would also check the current status of the “<i>Managing a Small Business</i>” Unit.</p>	<p>LP</p> <p>ALL</p> <p>LP</p> <p>LP</p>	<p>COMPLETED</p> <p>ASAP</p> <p>ASAP</p> <p>MAY</p>
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2/6	HN Support Materials Update	<p>Members noted the paper 2/6 which gave an update on HN assessment exemplars planned for development in the forthcoming months. A copy of the china project developed exemplar for “<i>Principles and Practices of Selling</i>” was distributed on the day of the meeting. Members agreed that the Unit “<i>Organisation and Management Theories</i>” was out of date and it would not be prudent to create an assessment exemplar based on this version. Recommendation from the team was to have the current unit specification updated and create an exemplar in line with that. This would be fed back to the Marketing and Sales Development Team. The International version of the framework had not imported this Unit therefore there was no exemplar material available.</p> <p>Members studied the suggested secondary assessment for the Retail Law Unit but generally felt that they were not suitably qualified to make comment on what was essentially a Law Unit.</p> <p>The secondary assessment exemplar had been prior moderated and Liam would investigate the results of this, where the Unit should sit with regards to moderation group and would liaise with the originator to action the development of the exemplar. It was noted that both a retail and a law moderator would be involved in the vetting of the exemplar.</p>	<p>ALL</p> <p>LP</p>	<p>ASAP</p> <p>ASAP</p>

		Liam would check to see if the recently validated Marketing Units were available on the SQA web site. Since the meeting took place this was confirmed.	LP	COMPLETED
2/7	Graded Units: Feedback/Issues/Moderation	<p>An SQA Verifier for Retail was welcomed to the meeting to take part in discussions amongst the group about how members had found the first year of implementing the graded units. An operational update was given by Liam and members noted that the date set for Central Moderation of the Retail Management Graded Units was set for Saturday 3rd June 2006.</p> <p>Members of the team went on to discuss their experiences of teaching the graded unit and it was generally agreed that there had been difficulties from both the candidate and the lecturers point of view. It was noted that the graded unit had very definitely separated the highest and lowest performers amongst candidates. Expected word count had caused issues as had difficulties involving the number of available staff covering the graded unit. It was also agreed that additional guidance on marking would be beneficial for lecturers.</p> <p>There was some discussion on the marking of the graded units. It was agreed that candidates requiring remediation to attain a pass at the planning stage should get a maximum of half marks for that section (i.e. 10 marks)</p> <p>Members noted that there would be a secondary Graded Unit training day in mid October which would look at the experiences of the first year in line with exemplification material based on the Year One Graded Unit. Exemplification would be based on the findings from the moderation process in June and would look specifically at areas across the Unit Specification possibly resulting in more defined Marking Guidelines. It was agreed the exemplification should focus on highlighting particular issues with solutions rather than simple reproduction of full projects at different grades. Proposed date for completion of exemplar materials is September 2006.</p>	LP	JUNE
			LP	SEPT

		The team did not feel that there was a requirement to import any of the Project Management Units into the framework. The Units “ <i>Developing Skills for Personal Effectiveness</i> ” and “ <i>Research Skills</i> ” were deemed to be adequate for the needs of the course, with DSPE giving awareness of working with an Action Plan.		
2/8	Disability Rights Commission/Code of Practice (Post 16 Education)	Members noted Paper 2/8 and agreed that because this was a consultation paper in its early stages that it was too soon to comment fully, and be aware of, future implications. This led into a discussion amongst the team regarding the increasing requirement at HN level within FE for scribes and awareness about issues such as dyslexia.		
2/9	Portfolio Review – Update	<p>Christine Keenan gave a verbal update regarding the Portfolio Review. Regarding National Certificate Courses the initial scoping work had been carried out in 12 areas. Development work and timescales would be identified shortly.</p> <p>Retail had been identified in a further batch of 4 areas but there was no timetable for development at this stage.</p> <p>Members noted a paper outlining the “Passion for Fashion” initiative. This gave details of a proposal from an HE Institution for a programme of education for young people which would provide a vocationally relevant introduction to the nature and characteristics of Fashion Retailing. It was felt there were a number of NQ Units that could cover much of the proposed content if updated.</p> <p>Members expressed reservations based on their own experience about some aspects of delivery, for example the practicality of work experience days in May (exam time) and the value of 3 days in January.</p> <p>The centres represented commented such a course would be useful for entry into relevant HNs but would be unlikely to give specific exemptions against individual HN Units. Christine would feedback all comments.</p>		

2/10	Any Other Business	There was no other business tabled.		
2/11	Date of Next Meeting	Thursday 26 th October @ 10.00am in the SQA's Optima Building, Glasgow.	LP	COMPLETED

If you would like any further information about the HN Retail Management Course please contact Liam Priest at liam.priest@sqa.org.uk