

SCOTTISH QUALIFICATIONS AUTHORITY

Qualifications Support Team: Retail Management

Action grid for Meeting no. 3 — Thursday 26 October 2006

The table shown below details the discussions that took place at the third QST meeting for HN Retail Management. Target dates and actionees are detailed also.

REF	AGENDA/MINUTE TITLE	NOTES OF DISCUSSION/ACTION AGREED	ACTIONEES	TARGET DATE
3/1	Welcome and apologies	Members of the group were welcomed to the meeting.		
3/2	Minutes of last meeting	<p>The action notes of the second meeting were noted as an accurate account. L Priest gave a verbal update on the action points from the last meeting:</p> <ul style="list-style-type: none">• The CD Rom with all of the Units that make up the Retail Management HN framework would be finalised within two weeks of the third meeting taking place.• Version 2 of the HN Retail Management Arrangements document would also be made available by the end of November and would capture several framework changes that have taken place over the last few months.• The action to investigate the possibility of Integrated Assessments would be carried forward.• Members noted that the Unit — Getting Started in Business (DK2K 34) — had been added to the optional section of the Retail Management	LP LP LP	NOV NOV NOV

		Logistics had been initiated and further updates would be given as the development progressed.		
3/3	Matters arising	<p>Members noted that, to date, there had been no entries against the China frameworks for Retail Management but there had been interest from a few centres there.</p> <p>An interim guidance note for Higher National Graded Units was distributed to members which gave some additional clarification on some of the questions and comments regarding Graded Units such as; grading candidates, integration of assessment through the Graded Unit, selection of topics for project-based Graded Units, remediation and re-assessment of examination based Graded Units, and more.</p>		
3/4	HN Retail Management support materials update	This item was discussed in detail under point 3/2. The updated list of support materials available for the Retail Management framework were re-distributed to the team and it was noted that production of any further student guides would be unlikely at this stage.		
3/5	Graded Unit 1: Exemplification — Presentation and group discussion	<p>There was in depth discussion about the experience of delivering and assessing the Year 1 Graded Unit. This was supported by exemplified materials derived from the central verification process carried out in the summer.</p> <p>After initial discussion the following points were noted:</p> <ul style="list-style-type: none"> • Some of the centres had had a small number of mature students involved with the graded unit but there had been no great differences between the work produced by them and younger candidates. • One member stated that they planned to integrate Year 2 students with the Year 1 candidates in an effort to encourage discussion between the cohort 		

		<p>groups.</p> <ul style="list-style-type: none"> • There was some discussion about the possibilities of teaching the graded unit as a stand alone Unit at the end of the HN Course although there were reservations as to both the practicality of this and given the fact that some candidates could be time-tabled until the end of June but the Graded Unit has to be submitted at the beginning of the month. • The topic of candidates' late submission of work was discussed at great length and it was agreed to incorporate wording to the Graded Unit marking guidance to counter act this to some extent by means of deducting marks from candidates for work which was over the agreed deadline. This received very positive feedback from the group on the understanding that strong guidance and grading criteria be developed for this purpose. This is noted in greater detail later in the minutes. A QST member gave positive feedback that their Quality Manager had given an initial briefing to his candidates regarding the importance of having work in on time, especially at the Planning Stage, and this had proven effective. <p>The exemplification materials produced were studied at length by the group and resulted in much discussion and debate. As a result of this the following decisions were agreed upon and would be actioned accordingly:</p> <ul style="list-style-type: none"> • All of the exemplification materials produced would be formatted by LP into a full set of materials for use by the QST. However this would not include any of the candidate materials that had been produced for the day. • Members noted that the exemplification materials were produced as a guide and could be 'tweaked' to meet the purposes of each individual centre and centre specific mentions would be removed. • It would prove beneficial if more than one member of staff could be involved in the marking of the graded unit to allow for work to be double marked. This proves particularly helpful in borderline cases across each of the marking bands. • It was agreed that the number of marks allocated for the Graded Unit 1 	LP	DEC
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		<p>would be increased to 200 marks and the Unit descriptor would be changed accordingly. This was to allow better discrimination in the marking in order to more accurately reflect candidates' work.</p> <ul style="list-style-type: none"> • It was agreed that up to 5% of the marks at each stage could be deducted from candidates for failure to meet the agreed deadline. Unit descriptors and assessment exemplars would be updated accordingly to adjust grading criteria as necessary. • If a candidate is required to resubmit a section of the Graded Unit they can only carry half marks, for that section, forward towards their final grade. • In the Evaluation stage, where an oral presentation is used as an alternative to a written submission, this should be approximately six minutes in duration. • Each of the marking schemes were discussed in detail and, taking into account the rise in marks to 200, changes were made to the allocation of marks at each stage (Planning/Developing/Evaluating). Some changes were also made to text. • The number of words required for the report at the developing stage was adjusted to (1500 – 2000). <p>All of the changes discussed and agreed upon by the QST members would be made accordingly to the exemplification materials, the Unit descriptor and the assessment exemplar.</p>	LP	DEC
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3/6	Graded Unit 2: Points to consider – Presentation and group discussion	<p>A further presentation was given regarding the delivery of Graded Unit 2 which is a Project-based investigation. Discussion took place amongst the group regarding issues such as key dates, possible schedules of teaching, marking and the marking scheme. The following points were agreed upon and noted:</p> <ul style="list-style-type: none"> • The number of marks for the Graded Unit 2 would be increased to 200. For the purposes of the first year of teaching the current marks would simply be doubled. The allocation of marks across each of the stages 		

		<p>would be reviewed at a later stage.</p> <ul style="list-style-type: none"> • Central verification (previously termed moderation) for both Graded Units would, as it did last year, be likely to take place at the very beginning of June 2007. Since the meeting took place it has been confirmed that the SQA led central verification for the Retail Management Graded Units will take place on Friday 1 June 2007. • Possible final submission date for graded unit is likely to be week commencing 21 May 2007. This will be confirmed as soon as possible. 	LP	NOV
3/7	Any other business	<p>As a result of previous discussions and e-mails it had been established that there were no Units within the Retail framework which members felt required a secondary assessment exemplar at this stage.</p> <p>However it was the consensus opinion amongst the group that it would be beneficial to have a set of additional exemplar case studies established for the Graded Unit 1. The following was noted:</p> <ul style="list-style-type: none"> • It was agreed that two centres within the QST would produce an exemplar case study which should be submitted no later than Friday 1 December. <p>The issue of University recognition for the HN Retail Management course. Liaison with the SQA HN Product Team would be carried out to investigate any formal notification of recognition for the course/graded units.</p>	LP	NOV
3/8	Date of Next Meeting	Thursday 26 April 2007 @ 10.00am in the SQA's Optima Building, Glasgow.		