

**Scottish Qualifications Authority**

**National Qualifications Group Award — National Certificate Administration**

**Action Grid — Meeting held on Thursday 19 April 2007**

**Chair:**

**Project Manager:**

Ref	Agenda/minute title	Summary	Agreed action and actionee/s	Target date
4.0	Welcome and apologies	Members SQA staff		
4.1	Purpose of meeting	The purpose of the forth meeting was to discuss Unit outlines for mandatory and optional Units that will contribute to the National Certificate Group Award in Administration.		
4.2	Unit outlines — Mandatory Units.	<p>The group discussed the following mandatory Units as the Unit outlines have been updated.</p> <ul style="list-style-type: none"> <li>◆ Handling business documents</li> <li>◆ Managing your time and resources</li> <li>◆ Researching and preparing presentations</li> <li>◆ Word Processing</li> </ul> <p>The group were happy with the updated Unit outlines and agreed the outlines will form the basis for the Unit(s).</p> <p><b>Unit writers have been advised to submit the following to SQA by 22 June:</b></p> <ul style="list-style-type: none"> <li>◆ Draft summary of the Unit</li> <li>◆ Outcomes</li> <li>◆ Performance Criteria</li> <li>◆ Guidance on learning and teaching.</li> </ul>		

		All mandatory Units will be submitted to the core skills team to audit for problem solving and IT core skills. Core skills awarded will be attached to the course for the mandatory section.		
<b>4.3</b>	<b>Optional Units</b>	The group discussed the optional Units and decided on Unit writers, new Units and Assessment Support Packs (ASPs). The group will write the Unit outlines for the optional Units and the outline will be passed to the Unit writers. This will be carried out at the next meeting in September.		
<b>4.4</b>	<b>Unit writing training</b>	Unit writing training will take place at the Jury's Hotel, Glasgow on Wednesday 16 May at 10.00am.		
<b>4.5</b>	<b>Next step</b>	The group will meet again in September to begin writing Unit outlines for the optional section of the course. All Units will be vetted together and ASPs will be produced later on in the year.		
<b>4.6</b>	<b>Date of next meeting</b>	September 2007		