

Scottish Qualifications Authority

National Qualifications Group Award — National Certificate

Action Grid — Meeting held on Wednesday 7 February 2007

Chair:

Project Manager:

Ref	Agenda/minute title		Agreed action and actionee/s	Target date
3.0	Welcome and apologies	Members	SQA staff	
3.1	Purpose of meeting	The purpose of the thirrd meeting was to discuss unit outlines for core Units and to discuss the optional Units that will contribute to the National Certificate Group Award in Administration.		
3.2	Update on consultation	The group were given a verbal update on the NC Administration consultation that has been on-going. Members were issued with a summary of the results. 21 responses from employers and 23 questionnaires from centre staff were received. Comments from centres were similar and they commented there is a need for communication core skill. This can be addressed when writing the Units to embed core skills or core skills could be signposted. Embedded core skills are normally two levels below the Unit level, signposting will be awarded at a higher level. Core skills have to be addressed throughout the development. A member of the group will be appointed to monitor core skills throughout the development.		
3.3	Units	The group discussed the Unit outlines from the previous meeting for the mandatory Units; they decided who will be the Unit writer for each of the mandatory units. Unit writers will have to attend Unit writing training.		

		<p>This will take place end of April – beginning of May. Date to be confirmed.</p> <p>The group also discussed offering a double credit Unit for Word Processing and ITFA. The group would like to know, if word processing and ITFA are offered as a double credit Unit, would the Unit be awarded an IT core skill.</p> <p>The group discussed the optional Units for the NC in Administration. Please see Appendix 1. The group will speak to their colleagues to identify Unit writers for the optional Units.</p> <p>The group will feedback to SQA if they feel Assessment Support Packs are needed for specific Units. Unit writers will also produce ASPs.</p>		
3.4	Unit writing training	Unit writing training will take place end April or the beginning of May.		
3.5	Date of next meeting	Thursday 19 April 2007.		

NC Administration level 5	Level	Comments	Unit code	New	Revised	Current	ASP?	Unit writer	Comments
Core Units									
Information Technology	5					✓			It has been proposed IT and WP will become a double credit unit.
Word Processing	5	Pearl to produce a revised Unit outline for Word Processing		✓					
Front of Office	5				✓				
Central Services	5			✓					
Managing your time and resources	5			✓					
Handling Business Documents	5	Sandra Reid and Yvonne McGill to produce a revised Unit Outline		✓					
Researching and Preparing Presentations	5	Caroline to produce a revised unit outline		✓					
Organising and Event	5	Unit outline written by Kathryn Kennedy, this unit may be produced as a servicing unit		✓					

NC Administration level 5	Level	Comments	Unit code	New	Revised	Current	ASP?	Unit writer	Comments
Optional Units									
Spreadsheet	6			✓					
WP	4								
WP	6								
Communication	6					✓	✓		
Shorthand x 3	5								
Audio	5								
Audio	6								
Skills development	5								
Accounting	5					✓			
HR	5								
Public Administration	5								
Law	5								
Law	6								
Medical x 2	5								
Work experience	5						✓		
Developing Personal Effectiveness	5						✓		
Database — practitioner	5								