

Scottish Qualifications Authority

National Qualifications Group Award — National Certificate Administration

Action Grid — Meeting held on Tuesday 19 September 2007

Chair:

Project Manager:

Ref	Agenda/minute title	Summary	Agreed action and actionee/s	Target date
5.0	Welcome and apologies	Members SQA staff		
5.1	Purpose of meeting	The purpose of the fifth meeting was to discuss Unit outlines for mandatory and optional Units that will contribute to the National Certificate Group Award in Administration.		
5.2	Unit outlines — mandatory Units.	The group discussed the mandatory Units, the following Units require updating, and writers should e-mail updated Units to SQA. <ul style="list-style-type: none">◆ Managing Your Time and Resources◆ Word Processing 5◆ Central Services◆ Researching and Preparing Presentations◆ Handling Business Documents◆ Front of Office It has been suggested by the group that video clips are made available to download as this would be good resource to support the Unit Front of Office. This will be followed up at SQA.		
5.3	Optional Units	The group split into pairs to discuss the optional Units and prepare Unit briefs for optional Unit writers. The group wrote the following Unit briefs:		

		<ul style="list-style-type: none"> ◆ Spreadsheets — level 6 ◆ Medical Reception & Records/Medical Terminology — level 5 ◆ Audio Levels — 5 & 6, this has been changed to level 4 & 5 ◆ Shorthand x 3 WPM 50,60 & 70 — level 5 ◆ Law — level 6 <p>Unit briefs have yet to be written for:</p> <ul style="list-style-type: none"> ◆ Word Processing — level 4 & 6 ◆ Human Recourses — the level is yet to be confirmed. <p>The above Units will be discussed at the next meeting.</p> <p>Optional Units will be revised and discussed at the next meeting. The group were updated on languages Units that have been developed from Access 3 – Higher. The group have been asked to think about any languages that would be suitable to include in the optional section of the award. These include:</p> <ul style="list-style-type: none"> ◆ French ◆ German ◆ Italian ◆ Russian ◆ Spanish ◆ Urdu ◆ Gaelic (learners) ◆ Cantonese ◆ Mandarin ◆ Polish 		
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5.4	Core Skills	Mandatory Units have been submitted to the core skills team to identify if the Units would gain core skills and feedback was given to the panel. All Units must be vetted and technical edited, once all Units have been through these procedures they will be submitted for core skills audit. Each of the Unit writers will be contacted to discuss core skills that should be claimed for each Unit, this will also be discussed with the panel.		
5.5	Unit vetting	Unit vetting for all Units will take place over a two day event, all Unit writers and vetters will be invited. A date for this has yet to be confirmed.		
5.6	ASP training	ASP training will take place on Friday 2 November		
5.7	Any other business	A meeting will be arranged to revise the first version of the optional Units and to discuss revision of the Word Processing Units.		
5.8	Date of next meeting	10 December 2007		