

Scottish Qualifications Authority

National Qualifications Group Award — National Certificate Administration

Action Grid — Meeting held on Monday 11 December 2006

Chair:

Project Manager:

Ref	Agenda/minute title	Summary	Agreed action and actionee/s	Target date
2.0	Welcome and apologies	Members SQA staff		
2.1	Purpose of meeting	The purpose of the second meeting was to decide on the Units that will contribute to the National Certificate Group Award in Administration.		
2.2	Update on consultation	The group were given a verbal update on the NC Administration consultation, group members were issued with a summary of the results. The questionnaires were sent to colleges, past students and employers. Centre staff agreed with the proposed NC, although they would like to see communication and numeracy included in the award. Core skills for communication and numeracy will try to be built into Units, even if this is at a low level, centres are very keen on certification of core skills. The Employers response was very poor. However the employers who did respond stated that skills such as, communication and working with others have to be addressed as these are the employability skills they expect.		
2.3	Units	The group split into pairs and each took two areas from the mandatory section to discuss. This involved looking at existing Units to decide if the current Units could be used, or if they had to be revised or rewritten.		

		<p>IT (Current) — It was proposed that ITFA at Intermediate 2 could be used to cover the IT section, however many school leavers have already gained this qualification. Therefore students who have already gained this Unit could undertake Skills Development. This would cover file management, research techniques and health & safety.</p> <p>WP (New) — WP level 5 will be part of the mandatory section of the award. It was proposed that WP at levels 4 & 6 could be made available in the optional section to ensure students with lower levels of WP can start at level 4 and progress to level 5, and level 6 is available to advanced users.</p> <p>Front of Office (Revised) — Cover reception skills, this is a live Unit; however Outcome 2 would have to be amended.</p> <p>Central Systems (New) — Four Outcomes (Practical) covering file management, mail (including new mail regulations), communication systems, copying.</p> <p>Managing time and resources — (New Unit)</p> <p>Handling Business Documents (New) — Recording cash data, recording credit data and recording of data and ledger.</p> <p>Researching and preparing presentations (new) — Research Techniques (Internet, relevant information to the search, select right information), Use of multimedia, create a presentation from prepared notes.</p> <p>Organising an Event (New) — Travel, accommodation, budgets and numeracy.</p>		
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		<p>A Unit outline has been developed to assist writers. Unit Outlines to be sent to SQA by 22 January 2007.</p> <p>The group will have a think about the Units in more detail and report back a week before the next meeting. An earlier meeting has been arranged to discuss optional Units.</p>		
2.4	Unit writing training	Unit writing training will take place in February.		
2.5	Date of next meeting	Wednesday 7 February 2007.		