

**Scottish Qualifications Authority**

**National Qualifications Group Award — National Certificate Business**

**Action Grid — Meeting held on Wednesday 27 September 2006**

<b>Ref</b>	<b>Agenda/minute title</b>	<b>Summary</b>	<b>Agreed action and actionee/s</b>	<b>Target date</b>
<b>1.0</b>	<b>Welcome and apologies</b>			
<b>1.1</b>	<b>Purpose of meeting</b>	To build the foundations to the NC Business Qualification. Establish the way forward to meet stakeholder needs.		
<b>1.2</b>	<b>Background to National Qualifications Group Award</b>	<p>AW gave the group a brief summary of the portfolio review that was undertaken by SQA. The group was informed of the consultation event which took place at the Thistle Hotel in Glasgow. AW also gave the group a background to all the work that was done by the group of six consultants who made recommendations as to whether each unit within Business Education was to be retained, rewritten or revised. In addition to this, advice was sought on the suitability of these units for the NC awards to feature within the Business Education portfolio. List of all the units, the related uptake for the previous five years and the decisions taken by the consultants was provided to the group. An oral update was given regarding the outcome of the report which summarised the Business Education portfolio review.</p> <p>The group were informed that decisions taken as part of the portfolio</p>		

		review and the outcomes of the report would assist in shaping the units made available as part of the NC Business. In addition, brief summary was given with regards to the upcoming pending work with servicing units.		
<b>1.3</b>	<b>Units</b>	<p>The group were provided with the design principles.</p> <p>Initial discussion evolved around the size of the award. The design principles require 12 credits of which a minimum of 6 must be at the level of the award. It is expected that most centres will deliver beyond the minimum level of 12 credits in order to maintain the retention levels at centres, this point was made in particular reference to mature students. It was also noted that for the target group for this NC award this was a suitable number of credits, where less able candidates are likely to require more time to complete their units.</p> <p>Optional units – it was noted that any decision taken regarding the number of units and content of units now was of less significance and additional units could be added at a later stage. This will allow centres beyond the focus group to approach SQA to request for units to be added which suit their centre/candidates needs thus leading to an award which is all encompassing of the needs of most centres. It was noted that centres could produce their own units and, subject to SQA quality assurance, add these to the award</p>		
<b>1.4</b>	<b>Core Skills</b>	The group were advised that consideration must be given upfront to core skills that are deemed necessary to this award. These can feature in three ways		

		<p>Naturally as part of the unit or award  Signposted within units or award  Embeded within units or award  It was noted by the group however that, regardless of the decisions taken with the core skills content, it is vital that these do not skew the award.</p>								
<b>1.5</b>	<b>Level</b>	<p>The level of the award is established by the level of the units contained within the award. The exit level of the units drives this decision.</p> <p>The consensus of the group was that stakeholders wish a level 6 award. This will allow progression into HN where the skills will naturally flow from this award. Also the group were of the view that the target audience for this award would demand a level 6 award. This is supported by the consultation exercise which took place in March.</p>								
<b>1.6</b>	<b>Framework</b>	<p>All group members kindly provided the frameworks for their centre, and gave a background as to how their frameworks had been tweaked to meet the needs of their stakeholders.</p> <p>This allowed for discussions to take place as to what subject areas would feature in the NC Business award. There was clear overlap of subject areas from centre to centre and it was agreed that at a minimum these would become part of the award. A broad structure was agreed as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Core</td> <td style="text-align: right;">Level</td> </tr> <tr> <td>Accounting x1</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Business ICT x1</td> <td style="text-align: right;">5</td> </tr> </table>	Core	Level	Accounting x1	5	Business ICT x1	5		
Core	Level									
Accounting x1	5									
Business ICT x1	5									

		<p>Communication x1 5 Enterprise Activity x1 5</p> <p>Marketing x1 5 Economics x1 5</p> <p>Optional Accounting x2 6 Business ICT x2 6 NQ Business Management x4 6 Law x1 6 Economics x1 6 Personal Enterprise Skills x1 6</p> <p>Business Numeracy x1 6 Marketing x1 6 Financial Services x1 6 People in Organisations x1 6 Customer Services x1 6 Work experience x1 6</p>		
<b>1.7</b>	<b>Content</b>	<p>The group has been provided with the list of all units featured within the Business portfolio, along with the associated research. The group has been delegated the task of seeking out the units that will meet the needs of the broad framework listed above. The group is faced with three options, to select units that can be used in their entirety, or those that require some</p>		

		changes or where no units are currently available, therefore will require new units to be written		
<b>1.8</b>	<b>Assessments</b>	<p>The group touched upon the topic of assessment, however this does merit further discussion. Consideration was given to integrated assessment. This would be in line with current SQA policy of holistic assessment.</p> <p>There was sharing of good practice where Dundee College have allocated time within their timetable for homework clubs. These have proven to be a success, have a positive impact on candidate performance.</p>		
<b>1.9</b>	<b>Unit writing</b>	It was agreed and confirmed at the meeting, units and ASPs were to be written by the members of the focus group. If members were unable to participate in the unit writing then they were to delegate this task to a member of their college staff who would write the unit under their direction. At the next meeting, confirmation will be required as to who will be participating in the unit writing and as agreed the unit writing training will take place in the first week of December.		
<b>1.10</b>	<b>Support</b>	As per normal practice AW informed the group that LTS will be kept abreast of any NC development, to allow LTS to address the provision of support materials.		
<b>1.11</b>	<b>Date of next meeting</b>	Tuesday 7 November 2006		