

Scottish Qualifications Authority

National Qualifications Group Award — National Certificate Business

Action Grid — Meeting held on Thursday 27 September 2007

Ref	Agenda/minute title	Summary	Agreed action and actionee/s	Target date
4.1	Welcome and apologies			
4.2	Minutes of the previous meeting	The minutes of the previous meeting were confirmed to be an accurate reflection of the discussions which took place. It was agreed that items requiring further discussion were covered within the current agenda.		
4.3	Timescales	The Group were updated on the new timescales, and the Launch has been agreed to take place in March 08 as opposed to November 07. It was agreed that the preferred avenue to take would be to provide Centres with completed units and ASPs rather than draft versions. A March launch will, therefore, allow this to take place.		
4.4	Unit/title	Copies of all new and revised units were provided. The group was informed that these were post Technical edit stage and now with the relevant changes having had been made these are to be returned to technical edit for a final check. After this final check these will be progressed to QM check and sign off, ready for Launch and delivery.		

		<p>During the technical edit it was highlighted that some of the unit titles were deemed to be inappropriate, on some occasions this was due to the fact that there were already existing units/awards with the same title at the same level, or the title simply did not reflect the content of the unit. The group were given potential alternatives and were asked to agree on titles. The decision taken was as follows:</p> <p>Contract Law: An Introduction Scottish Economy – Need to ensure that at sign off stage/validation we have a strong rationale Financial Services: Markets, Products & Regulation Financial Accounting: An Introduction Management Accounting: An Introduction</p> <p>The titles for all other units were not considered to be an issue.</p> <p>The Group raised concerns as to the number of PCs within the two servicing units Event Organisation and Skills for Customer Care. They also agreed that it would be difficult deliver this within the 40 hours allocated to each Unit.</p>		
4.5	ASPs	<p>As agreed previously, 11 ASPs are underway for the NC Business. The ASP writers will be provided with the final version of the unit to allow for the opportunity to check for consistency.</p>		

4.6	Framework	<p>The Group was provided with an up to date version of the framework. This lists all the Mandatory and Optional units including all the PC Passport units. It was noted that the IT and Communications core skills were met as part of the mandatory section, and the Numeracy core skills unit was already present in the Optional section. It therefore made sense to include the outstanding core skills units Working with Others and Problem Solving at level 5. This will allow those centres who wish to go down the route of pursuing a specific core skill the opportunity to do so.</p> <p>It was noted and agreed that there is a need to include the Economics external exam, similar to Business Management, in addition to the Economics units which have already been included. This was in line with the aims and objectives of the NC Business. However, a rationale for the inclusion of the Accounting and Administration units and external exam was not justified and it was agreed these would not be included.</p> <p>It was agreed that the framework was taking shape and met the objectives of the award that the Group had agreed upon in the initial meeting and the requirements of stakeholders.</p>		
4.7	Language Unit	<p>The Group was provided with a paper produced by the Languages team within SQA. This informed the Group of the availability of units that could be delivered as part of the NC Business award. The units would be available in the language areas below</p> <p>French German Italian</p>		

		<p>Russian Spanish</p> <p>Urdu Gaelic (Learners) Cantonese Mandarin Polish</p> <p>The above units will be available for Access 3 – Int 1 for 2008, and Int 2 – Higher ready for Spring 2009.</p> <p>It was agreed that the aim of the Business award was ensure that it is a broad based degree and the inclusion of the language units was a positive move but the Group were of the view that there was no merit in including units that were below the level of the award and wished to see the Int 2 and Higher units prior to placing the units within the framework. This was supported by the fact that through experience and the candidate profile that this Award will attract, it is unlikely to have much uptake and the likely type of candidate will be those who are native speakers. It was agreed that the decision to include the Int 2 and Higher language units is to be deferred until they were available.</p>		
4.8	Validation document	<p>The group were provided with the initial draft of the validation documents and were given the opportunity to comment. Bob has agreed to take comments on board and produce a revised version to be circulated to the group for comment prior to the Validation event.</p>		

4.9	AOB	<p>AW informed the Group that the Business Education team had undertaken the task to update the SQA website with information on NC Business. The aim is to place the minutes, timescales and framework on the website and any additional information deemed useful to centres on the site. This will be supported by a letter</p> <p>sent to all colleges to inform them of the NC Business to be made available for delivery for August 2008, and directing them to the website for additional information.</p> <p>A request was made by AW for volunteers to assist the Group Validation and DM, GM, & GH all kindly agreed to participate</p>		
4/10	Date of next meeting	TBC		