

Scottish Qualifications Authority

National Qualifications Group Award — National Certificate Business

Action Grid – Meeting held on Tuesday 7 November 2006

Ref	Agenda/minute title	Summary	Agreed action and actionee/s	Target date
2.0	Welcome and apologies	In Attendance Alistair Wylie Shazia Anwar Julie Scanlan Bob Robertson Gerard McCrear Gwyneth Hunt Tina Riddell David Marshall Lorraine Cowan Moirá Winning Kim McIntosh Fiona Williams	Apologies Kion Adhadi Hilary Rutherford Kenneth Allen	
2.1	Purpose of meeting	To build on the work of the first meeting and identify suitable core and optional Units for the new award.		

2.2	Update from previous meeting	BR presented the minutes of the last meeting to the team and they were accepted as an accurate record of the meeting. Some discussion was undertaken on the decisions made at the last meeting and also decisions which had been made in the interim period by the Qualifications Design Team for the new National Certificate in Administration. After much debate, it was decided that the National Certificate in Business should be developed at Level 5 with a core of 7 mandatory Units (all at Level 5) and a variety of optional Units at both Levels 5 and 6.		
2.3	Questionnaires	The team were presented with copies of the questionnaires to be sent to employers, centre and past students. Comments on the construction and content of questions within each of the questionnaires were taken on board and amendments will be made before the questionnaires are issued. SQA will send questionnaires direct to some employers but centres will also be asked to pass on copies of the questionnaire to both past students and employer contacts. The results of the completed questionnaires will be shared at the next meeting of the QDT.		
2.4	Units	<p>The team discussed and decided on the core and optional areas and Units to be covered in the new award. These can be summarised as follows:</p> <p>Core Units: Accounting — Recording of Cash Data D0W0 11 ICT — new Unit Communication — existing Unit (to be advised) Enterprise Activity — existing Unit (to be advised) Marketing — Marketing: Basic Principles D0XP 11 (to be revised) Customer Care — possible new Unit (to be advised) Economics — new Unit</p>		

		<p>Optional Units:</p> <p>Level 5: Accounting Recording of Credit Data D0W1 11 Recording of Data in Ledger D0W2 11 Preparing Final Accounts EC0M 11</p> <p>ICT Presenting and Communicating Information DM3T 11 Information Technology for Administrators DM3R 11</p> <p>Law - new Unit</p> <p>Personal Enterprise Skills – new Unit</p> <p>Business Numeracy – Core Skill Unit</p> <p>Work Experience – existing Unit</p> <p>Level 6: Accounting Financial Accounting – new Unit Management Accounting – new Unit</p> <p>Economics Microeconomics DM4W 12 The UK Economy DM4X 12 The International Economy DM4Y 12</p> <p>ICT Information Technology for Management DM3V 12</p> <p>Marketing</p>		
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2.5	Unit writers	<p>Unit writers were identified from within the team and team members were also asked to identify others from their own centre or from other centres and to feed back information to SQA. Training for Unit writers will be organised to take place in December at SQA.</p>		
2.6	ASPs	<p>The writing and production of Assessment Support Packs (ASPs) was also discussed. It was decided that consideration should be given to producing ASPs to support the following Units:</p> <p>All new Units Core ICT Core Communication Core Enterprise Activity Core Marketing Core Customer Care Optional Personal Enterprise Skills</p>		

		Optional Numeracy Core Skill Optional Financial Services		
2.7	Support	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.		
2.8	Date of next meeting	Wednesday 31 January 2007		