

# National Qualifications Support Team Design and Technology



Action grid from meeting held on 27 October 2014

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
1	Welcome and introductions	Qualifications Manager Dave Main (DM) welcomed everyone to the first meeting of the NQST.		
2	Roles and remit of NQST confidentiality	DM advised that there will be an annual meeting supplemented with online discussions on the NQST Quickr place — a dedicated secure online forum for this team.		
3	NQST Quickr place demonstration	Qualifications Officer Craig McDonald (CMcD) demonstrated the NQST Quickr place.		
4	Diet 2013–14	DM provided an overview of the Course Report for National 5 Design and Manufacture, Engineering Science and Graphic Communication. <a href="#">These reports are available on SQA's website.</a>		
5	Verification activity 2013–14	<p>DM provided an overview of the Key Messages Reports for Design and Manufacture, Engineering Science and Graphic Communication.</p> <p>Members discussed the approach to verification as:</p> <ul style="list-style-type: none"> <li>◆ a central event or visit</li> <li>◆ a single level or multi-level exercise</li> </ul> <p>There was also discussion of the effects of single-subject selections on a technology department.</p> <p>Members recommended that if Course verification is to change</p>		

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		to be by visit SQA should communicate this to centres (for example, will the visit be undertaken before submission of marks, what is the submission date?) DM confirmed any change would be fully communicated to centres.		
6	Overview of Understanding Standards activity	DM advised that there will be four Understanding Standards events across the country. <a href="#">Details are available on SQA's website.</a> The exemplification materials produced will be published on SQA's secure site in due course.		
7	AOB	Members were encouraged to use the forum throughout the year to continue to discuss matters relating to the CfE Design and Technology Courses and their assessment.	All	Ongoing