

National Qualifications Support Team Health and Food Technology



Action grid from meeting held on 28 October 2014

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
1	Welcome and introductions	Qualifications Manager Graeme Findlay (GF) welcomed everyone to the first meeting of the NQST.		
2	Roles and remit of NQST confidentiality	GF 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 Manuela de Freitas (MdeF) demonstrated the NQST Quickr place.		
4	Updates to UASPs and mandatory documents	Members were encouraged to provide feedback on any of the mandatory documents and Unit Assessment Support Packs, particularly any content/material that could cause possible confusion or misinterpretation for centres and their candidates.	All	Ongoing
5	Verification	Members requested more supportive and constructive feedback from verification procedures. Feedback from members was that more explanation was required as to why a centre is accepted, accepted* or not accepted. They recommended more positive feedback for all centres — not just focusing on providing feedback to centres that are not accepted.	GF/MdeF/Verification Team	Feb/May 2015
6	Subject specialists	Members raised concerns regarding the lack of qualified Health and Food Technology teachers. Feedback was that, in certain		

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		geographical areas, there is a real crisis. GF to work with appropriate stakeholders to promote the subject and address this.	GF/HEI representative/Education Scotland	Dec 14
7	Ongoing communication	Members were encouraged to actively participate in the dedicated NQST online forum.	All	Ongoing