



National Qualifications Support Team

National 1 and 2

Action grid from meeting held on 6 October 2014

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
1	Welcome and introductions	Qualifications Manager Sandy Riddell (SR) welcomed everyone to the first meeting of the NQST.		
2	Roles and remit of NQST confidentiality	SR advised that there will be an annual meeting supplemented with online discussions on the NQST Quicr place — a dedicated secure online forum for this team.		
3	NQST Quicr place demonstration	Qualifications Officer Melissa Queen (MQ) demonstrated the NQST Quicr place.		
4	Scottish Context Units	When Scottish context Units have been created as part of the Scottish Studies Award, details will be available on SQA's website .		
5	Case Studies	Case Studies for National 1 and 2 are being produced. Drafts will be shared on the forum and members invited to provide feedback.	All	Oct 14
6	SOLAR	National 2 e-assessments are being developed. A link will be sent to members once these are ready.	SR/MQ	
7	URLs	Members requested that SQA communications to centres should contain URLs for useful pages on the website. This will avoid centres having problems navigating to the appropriate material on the website. SR/MQ to follow this up.	SR/MQ	

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
8	National 1 and 2 provision document	Members advised it would be useful to have Unit codes as well as titles on the National 1 and 2 web pages. SR/MQ to action this.	SR/MQ	