

SCOTTISH QUALIFICATIONS AUTHORITY

QUALIFICATIONS SUPPORT TEAM FOR HN ACCOUNTING, AIT, BUSINESS AND FINANCIAL SERVICES

ACTION GRID – MEETING 9 HELD ON TUESDAY 1 MAY 2007

Present: Sue Macfarlane, Linda Meikle, Marisa Meechan, Marian Forgan, Catherine Mancini, Liz McFadyen, Anne Shaw, David McAllister, John Ogden, John McComb
 Apologies: John Kelly, Moira Winning

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
9/1	Welcome and Introduction	<p>Sue Macfarlane, Qualifications Manager, welcomed everyone to the meeting. Apologies were received from John Kelly and Moira Winning.</p> <p>Sue thanked the departing members of the QST, Marian Forgan, Liz McFadyen, Iris Aitchison and John Kelly for their time and effort over the last 2 years, and welcomed the new members, Anne Shaw (AIT), John McComb and David McAllister (Business) and John Ogden (Accounting) on board.</p>		
9/2	Action Grid	<p>The training/practice materials for HN Business and HN Accounting used at the Graded Unit training events in November are now available on the secure site with event presentations on HN subject pages.</p> <p>The assessment exemplars for GP Medical Administration and Hospital Patient Administration are now available on the secure site.</p> <p>HN Business: Graded Unit 1 Practice Material and Graded Unit 3 Practice Paper are available on the secure site.</p> <p>HN Accounting: Graded Unit 1 specification has been revised; it now comprises of a 60% computational and 40% narrative spilt. This revision will be noted with a version control.</p> <p>HN AIT Graded Unit 1 specification has also been revised. This now comprises multiple choice and multiple response questions in Paper 1 and a mandatory question plus 2 questions from a choice of 3 in Paper 2. The revised specification will be noted with a version control so that the group award code remains the same.</p> <p>The new specifications will be placed on the website at the beginning of June 2007 so that no confusion can occur with the Graded Unit 1 currently being delivered.</p> <p>It should be noted that SQA does not have a commitment to produce year on year exemplars.</p> <p>Feedback has been received re Support Packs for HN Communication Unit (DE3N 34); centres are happy with the current material and find it integrates well with other Units. There is currently a review of all Communication servicing Units.</p> <p>The Managing People and Organisations Unit specification is being revised at present. Changes</p>	SQA	July 2007

		will be noted by a version control. The revised unit will be available before summer. The Unit will also move into cognate group 254.		
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9/2 cont	Action Grid	<p>The Statistics for Business Unit is currently being revised. The Unit specification and exemplar were previously mismatched therefore some wording will be changed in the exemplar. A version control will note these changes.</p> <p>All revisions/updates will be included in the next Update Letter.</p>	SQA	July 2007
9/3	Graded Unit Assessment Exemplar Update	<p>Business Graded Unit 1 Exemplars 5 and 6 are now on the secure site and are available to use this session. However, the older exemplars that are on the secure site can still be used. For session 2007/2008 three further assessment exemplars will be added to the secure website - 2 x Graded Units 1 and 1 x Graded Unit 3.</p> <p>Accounting Graded Unit 3 Exemplar 3 is now available to download from the secure website. Two new Graded Unit 1 assessment exemplars, to reflect the change in the Unit specification, will be added to the secure website in session 2007/2008 along with an exemplar for Graded Unit 2 and one for Graded Unit 3. Once session 2007/2008 commences the original Graded Unit 1 assessment exemplars will be removed from the secure website.</p> <p>Administration and Information Technology Another Graded Unit 1 assessment exemplar has been added to the secure site. NB it is Exemplar 4, there is no Exemplar 3. For session 2007/2008 two new Graded Unit 1 assessment exemplars will be added to reflect the changes in the specification. An assessment exemplar for Graded Unit 2 and one for Graded Unit 3 will also be added to the bank of materials. A practice paper for the new Graded Unit 1 has been commissioned.</p>		
9/4	Website Information	<p>The website has been updated with the following information:</p> <p>Administration and Information Technology - training presentation from 2006 network under Events on secure site. Information on PDA Advanced Certificate in Medical Administration on general subject page.</p> <p>Financial Services – Information on Securities and Investment PDA included on subject webpage.</p> <p>General – Information on events, updates, different links and dates of Quality Networks will all be posted on the website as and when they occur.</p> <p>Marking guidance is available on secure webpages.</p>		

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9/5	Cognate Area Update	<p>The Senior Verifier for Business Management and the Business Graded Units next year will be Kenny Allen The Unit Managing People and Organisations is now in Sue Macfarlane's portfolio and falls under cognate group 254. .</p> <p>The HN Unit Specification for Functional Areas of Business was tabled. The group was asked to peruse it and feedback by 11 May, on whether or not they think it should be included in the HN Business frameworks. This Unit would fall under Verification Group 254 and could be included in the Group Award frameworks for September.</p>	All	11 th May 2007
9/6	Incremental Change	<p>Delegates were asked to feedback on the effectiveness of SQA communication. It was felt that SQA communicated with centres sufficiently and that distribution of Update Letters three times a year was adequate. Update Letters are sent to SQA Coordinators, who are asked to forward them to the appropriate personnel. The letters notify centres of specific subject changes.</p> <p>General information can be found on the on the specific subject page on the main website.</p> <p>Exemplars and marking guidance for each subject area are on the secure site under subject page.</p> <p>Arrangement Documents are updated annually around June/July time. Always check subject page for updates.</p>		
9/7	Network Events	<p>There will be 3 separate events in October /November of this year for each of the subject areas. Feedback from the previous QST meeting intimates that members would like workshops/sessions on the following:</p> <ul style="list-style-type: none"> • Integration opportunities to cut down on assessment, workloads etc • Blended learning materials (BlendEd Project) • Opportunity for informal discussions with colleagues • Share feelings and best practice on Units with colleagues • Workshops on managing and marking the Project Graded Unit • Writing exam questions/amending exemplars 		
9/8	Professional Development Awards	<p>Handout on proposed PDAs was tabled. The proposed developments are:</p> <p>PDA in Accounting at SCQF level 7 PDA in Office Administration at SCQF level 7 PDA in Office IT at SCQF level 7 PDA in Office Management at SCQF level 8.</p> <p>Consultants were commissioned to conduct research into what organisations wanted in the way of PDA provision. The outcome was that employers want shorter bite size awards that are more convenient to take on a part-time basis. Need for award which includes the soft skills at a high level.</p>		

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9/8 cont	Professional Development Awards	<p>PDA in Accounting at SCQF level 7 Feedback from the QST suggested that Units from the HN Accounting framework should be used to allow for progression onto the HNC/D, and that a financial software Unit should be added to the framework.</p> <p>Feedback relating to the 4 proposed awards should be received by 11 May.</p>	All	11 th May 2007
9/9	COLEG Update	<p>Linda Meikle will now take on the role of COLEG representative.</p> <p>COLEG are about to embark on developing the following materials:</p> <p>Accounting: Graded Unit 3 Resource Pack Administration and Information & Technology: Graded Unit 2 (exam) Resource Pack Administration and Information & Technology: Graded Unit 3 (project) Resource Pack Preparing Final Accounts Management Accounting using IT.</p> <p>All BlendEd packs for HN Business, Accounting and AIT will be ready for June 2007.</p> <p>The generic guide for Graded Units should also be ready for the end of the session.</p> <p>China project phase 4, learning packs are available to download from COLEG website. SQA International deals with uploading material written for the China project on to the SQA website.</p>		
9/10	Feedback from QST Members	<p>The QST were asked to provide feedback on the inclusion of a 3 credit Personal Development Planning Unit within the HND Business framework. The delegates felt this was not necessary as several similar one credit Units could be used.</p> <p>Accounting</p> <p>Some minor changes to the Business Taxation and RFI units would improve these units but no changes will be made until award comes up for review in 2009.</p> <p>Annual date changes are required in exemplars to keep them up-to-date. Centres amend dates to fit in with tax years.</p> <p>Business</p> <ul style="list-style-type: none"> Graded Unit 3 causing some difficulties for students. This Unit could possibly be a barrier to achievement. Delegates urged to complete HN Comment Forms so that issues are recorded and if necessary the specification can be reviewed. Feeling that Unit was higher than SCQF level 8. Achievement results for this Unit will be looked at after central verification. HN Business is better programme than HN Business Administration making successful candidates more employable. 	•	

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9/10 cont	Feedback from QST Members	<p>Administration & Information Technology</p> <ul style="list-style-type: none"> IT in Business: Databases Unit – part of the Unit requires the Core Skills elements to be observed but this can cause implications for distance learning. Human Resource Management Practice (A6HA 35) and Introduction to Managing the Human Resource (A6H9 34) are still in the old Unit specification format. These are included in either/or options within the frameworks as newer units are available. The Unit Introduction to Managing the Human Resource has a lapse date of 31 July 2008. Level of problem solving in second year IT Units can cause difficulties. <p>All Graded Unit papers that are being verified will be collected on 31 May. Any concern arising over this collection date will have to be raised with the Verification section of SQA.</p>		
9/11	Role of QST	<p>HN Business awards will soon be approaching the review stage. QST members will be asked to identify employers who could be consulted during the review, and contact them if possible. Sue Macfarlane will discuss this further at the next meeting.</p> <p>Standard Setting Body and/or Sector Skills Council will be asked to attend QST prior to review to have the vocational point of view represented at the group.</p>	QM	September 2007
9/12	Any Other Business	None		
9/13	Date of Next Meeting	September - date to be confirmed.	QO	tbc