



Action Grid for 1st QST Meeting for HNC Events, HND Events Management – Friday, 23rd January, 2009

The table shown below details the discussions that took place at the First Qualifications Support Team Meeting for HNC Events and HND Event Management Target dates and actionees are detailed also. Text that appears in purple highlights actions which have been completed since the meeting took place.

Agenda Item	Agenda Title	Minutes/Action	Actionee/s	Date
1/1	Welcome and introductions	Members of the group were formally welcomed by Christine Keenan		
1/2	Remit of Group, membership and email communication	Email details were provided. CK clarified the remit of the QST, and stated it may be useful to have representation from People 1 st , which is the Sector Skills Council related to Events at future meetings, or as appropriate to the agenda.		

1/3	HN Support Materials update	<p>The group were informed that the following Assessment Exemplars should be on the web within three weeks from today's meeting:</p> <ul style="list-style-type: none"> ◆ <i>Events Budgeting and Funding</i> (F35S 34) ◆ <i>Events Legislation: Safety and Licensing</i> (F35V 34) ◆ <i>Managing an Event</i> (F35Y 35) ◆ <i>Events Industry: An Introduction</i> (F35W 34) <p>See action point 1/5 for <i>Events Applications</i> (F35R 34)</p> <p>With regards to delivery support materials, it was suggested that it might be useful to advise Scotland's Colleges (SFEU) of the above new Units. CK agreed to contact SFEU to suggest it would be a useful area for development.</p> <p>It was identified that perhaps <i>Events Applications</i> may be suitable for e-assessment.</p> <p>A member stated that Events Scotland had been very helpful in providing CD ROMs for Glasgow Metropolitan, and that these were an extremely helpful resource.</p>	CK	Feb 09
1/4	Maintenance of Arrangements Document	<p>Amendments were identified to the wording of two Units in the Arrangements Document, page 7. HF would make the changes accordingly.</p>	HF	March 2009

		The Core Skills mapping was based on the old Core Skills framework. It was decided that when the Arrangements Document is revisited in a year, it will be updated at that time with the new Core Skills mapping information.		
1/5	Framework, Unit Specification and Assessment Exemplar issues	<p>Additional Communications Units at SCQF level 7 were requested to be added as restricted mandatory options in light of delivery within centres and the appropriateness of the Unit to Events and the need for oral presentation, rather than written communication. A rationale supporting their addition to the framework would be submitted. As this would require a change to the mandatory section, it would be necessary to refer the change to the Chair of the original Validation Panel to ensure the modification was consistent with the overall aims for the Awards.</p> <p>In response to a request, the QST confirmed that the Unit <i>Communication: Using Information Technology and Desktop Publishing</i> (D7LW 34) should be added as an optional unit to both the HNC and HND.</p> <p><i>Events Applications</i> (F35R 34) – Outcome 1 wording within Knowledge and Skills and Evidence Requirements would be changed from ‘purpose and benefits of an event’ to ‘purpose and objectives of an event’.</p> <p><i>Events Industry: An Introduction</i> (F35W 34) - Outcome 2 wording within Evidence Requirements could be changed from ‘explain four constraints of a venue from the floor plan’ to ‘explain four constraints of a venue from the layout or floor plan’. It was also suggested that a candidate checklist could be added to the assessment exemplar for this Unit.</p>	HF/CK/LR HF/CK	February/March 2009 Completed

		<p><i>Events Budgeting and Funding</i> (F35S 34) - It was discussed that all the events in the exemplars for this and the <i>Events Legislation: Safety and Licensing</i> (F35V 34) were relating to children's activities, as does the Graded Unit 1 exemplar. It was suggested that this could be broadened e.g. musical/sporting event for any future materials developed. It was agreed that the QST to report any additional changes to Units at the next meeting and these would be processed accordingly.</p> <p>The QST discussed the changes made to the <i>Events Applications</i> (F35R 34) exemplar, and the changes were agreed.</p>	HF	March 2009
1/6	<p>Graded Unit feedback and issues</p> <p>(GU Seminar feedback)</p>	<p>The exemplars for Graded Units 1 and 2 had been commissioned and the exemplar for Graded Unit 1 would be submitted that day or the following day. This would require to be vetted before being cleared for use. Processing of the Graded Unit 1 exemplar would be given a high priority and CK confirmed that SQA would encourage EVs to adopt a supportive role in this first year of implementation. The writer of the exemplar needs to still work on the marking schemes and suggested solutions for Graded Unit 1. Graded Unit 2 exemplar will be submitted at a later stage.</p>	HF	Feb 2009
1/7	Credit Transfer	No issues were identified at present, although next year there will be candidates who will require credit transfer arrangements.		

1/8	Verification and Centre Update	<p>A number of nominees for new EVS in the Events area had been identified and they would be processed as quickly as possible.</p> <p>It was noted that early verification will be necessary.</p>		
1/9	Sector Skills Council update	<p>CK confirmed that it would be appropriate to invite a representative from People 1st to one meeting a year for the QST. The representative would be able to provide an update on the Sector Qualification Strategy. It was observed that there may be Modern Apprenticeships in this area, but funding may be an issue.</p> <p>The QST confirmed that the revised HNC and HND were based on the most up-to-date National Occupational Standards.</p>		
1/10	AOB	<p>The Chair of the QST provided a document distributed at the previous day's GU seminar for information. This provided an overview of how changes to Units and frameworks would be managed. CK will send the updated timetable by email to the QST members.</p> <p>It was stated that the gender divide across the colleges for the HNC was more female than male (approximately 75% female/25% male). The QST confirmed that entrants to the HNC were from a wide range of backgrounds.</p>	CK	March 2009

		<p>HN Subject web page - Currently the events area was subsumed within the hospitality page but HF agreed to investigate the possibility of a bespoke page purely for events. HF/CK to approach SQA's relevant Business Manager to try and get a dedicated page for Events on the SQA's website. It was noted that this section will be the central point of up-to-date information for the Group Award with items like Assessment Exemplars, Arrangements Documents, Sector Skills updates, action points of the QSTs etc.</p>	<p>CK/HF</p>	<p>March 2009</p>
<p>The date of the next meeting will be March, 2009.</p>				