



QUALIFICATIONS SUPPORT TEAM for the HN SCIENCE Portfolio of Awards

**Minutes of the 31st Meeting held at 10:00 on Friday 23rd November 2018 in Merchant House,
7 West George Street, Glasgow G2 1BA**

| Present | | Not present | |
|---------------------|---|------------------|-----------------------------|
| Doug Fraser (Chair) | North East Scotland College | Pamela Duke | Dundee and Angus College |
| Laura Young | North East Scotland College (<i>attending for Leann Tait</i>) | Leann Tait | North East Scotland College |
| Jane Manson | Inverness College | Ryan Quinn | Edinburgh College |
| Marko Prorocic | Ayrshire College | Fiona Jackson | Forth Valley College |
| Ruth Johnston | Perth College | Joseph Jamieson | Glasgow Clyde College |
| Steven Donnelly | Glasgow Kelvin College | Kenneth Boyd | North Highland College |
| Alan McDowall | Ayrshire College | Rob Boyd | Perth College |
| Derek Steven | New College Lanarkshire | Amanda McCoubrey | West Lothian College |
| Sandra Dickson | Glasgow Kelvin College | Jane Nichols | Argyll College |
| Val Gilchrist | Edinburgh College | Mhairi Hay | Forth Valley College |
| Colin McMorrin | Forth Valley College (<i>attending for Mhairi Hay</i>) | Joan Purdie | Glasgow Clyde College |
| Samantha Bright | Moray College | Irene Motion | Fife College |
| Mary McGibbon | West College Scotland | | |
| Miriam Walsh | Dundee and Angus College | | |
| Sandra Spence | West College Scotland | | |
| Lindsay Brown | <i>Forth Valley (attending for Fiona Jackson)</i> | | |
| Jonathan Gillies | SQA | | |
| Christina Gillan | SQA | | |

1. Welcome and Apologies

Apologies had been received from Leann Tait, Ryan Quinn, Pamela Duke, Mhairi Hay and Fiona Jackson.

2. Minutes and Actions of last meeting held on 20th June 2018

The minutes of the previous meeting were approved. The majority of the actions have now been closed off. However, the following actions are still ongoing:

Christina to update the following units/ASPs:

- Animal and Plant Cell Culture: An Introduction (H920 34)
- Animal Biology (H921 35)
- DNA and Genetics (H929 34)
- Cell Biology: Theory and Laboratory Skills (H927 34)
- Microbiological Techniques (H92F 35)
- Statistics for Science 1 (H8XT 33)

3. Graded Units

Honor Murphy, Research and Policy Manager at SQA, attended the meeting to discuss SQA's new policy on reasonable assistance, remediation and re-assessment in HN graded units. Honor explained the rationale for the new policy, the involvement of key external stakeholders in the development of the policy, and how the policy should be implemented.

To assist lecturers with the implementation of the new policy, Honor shared with QST members an HN Graded Unit factsheet and a frequently asked questions document.

Action: Christina to circulate the HN Graded Unit factsheet and frequently asked questions documents to QST members

Action: QST members to contact Honor Murphy, honor.murphy@sqa.org.uk, should they have any questions or queries with regard to the new policy

4. HN Science Issues Log

There were no issues logged in advance of the meeting.

Derek raised concerns with regard to the lack of a Human Physiology unit at SCQF level 7, highlighting that it was an issue for articulation to university. QST members discussed whether there was any demand for a Human Physiology unit at SCQF level 7, noting that a double credit Human Body Structure and Function unit was available at SCQF level 8. QST members agreed that there appeared to be a gap in provision at SCQF level 7, and Jonathan asked QST members to liaise with their Higher Education contacts to ascertain if there is any demand from HEI for an SCQF level 7 unit in Human Physiology.

QST members also expressed concerns with regard to the Human Body Structure and Function unit at SCQF level 8. Jonathan advised that the best course of action was to ascertain the views from HEI contacts and if there is demand for an SCQF level 7 unit in Human Physiology, the Human Body Structure and Function unit at SCQF level 8 could be reviewed as part of the development to minimise overlap and ensure articulation.

Action: QST members to liaise with their Higher Education contacts to ascertain if there is any demand from HEI for an SCQF level 7 unit in Human Physiology

Action: QST members to provide feedback to Christina if there is any demand for an SCQF level 7 unit in Human Physiology

Jonathan noted that the Statistics for Science (HP9Y 45) and Statistics for Science 1 (H8XT 33) units were discussed at the recent HN Mathematics and Statistics standardisation event for External Verifiers (EVs), with the Mathematics and Statistics EVs highlighting concerns with regard to the level of demand of the Statistics for Science (HP9Y 45) unit. Jonathan advised QST members that the Mathematics and Statistics EVs thought that the Statistics for Science (HP9Y 45) unit, at SCQF level 5, was more demanding than the Statistics for Science 1 (H8XT 33) unit, at SCQF level 6.

QST members agreed to liaise with their colleagues that deliver the Statistics for Science (HP9Y 45) and Statistics for Science 1 (H8XT 33) units to ascertain their thoughts on the level of demand.

Action: QST members to liaise with their colleagues that deliver the Statistics for Science (HP9Y 45) unit to ascertain their thoughts on the level of demand

Action: QST members to provide feedback to Christina on the level of demand of the Statistics for Science (HP9Y 45) unit by 11th January 2019

5. National Progression Awards at SCQF levels 4 and 5

Doug advised QST members that a scoping exercise had recently taken place and proposed new frameworks had been submitted to SQA. Doug outlined the proposed changes to each of the NPAs, and it was agreed that the proposed frameworks should be circulated to QST members for their feedback.

Action: Christina to send QST members the proposed frameworks for the revised NPAs at SCQF levels 4 and 5.

Action: QST members to provide feedback to Christina on the proposed frameworks for the revised NPAs at SCQF levels 4 and 5 by 11th January 2019

6. SCQF level 6 checklists

Jonathan advised QST members that SCQF level 6 checklists for two chemistry practicals had been published on SQA's Understanding Standards website, and a draft generic checklist for SCQF level 6 practicals was tabled for discussion. QST members discussed the content of the draft generic checklist and agreed that it should be amended to include experimental errors.

Action: Steven to amend the generic checklist to include experimental errors

Action: Christina to publish the amended generic checklist on SQA's Understanding Standards website

7. Physics units/ASPs

Jonathan advised QST members that a review of the HN physics units/ASPs was due to take place, with the first meeting of the group scheduled for Tuesday 4th December 2018. QST members were encouraged to raise awareness of the review to colleagues that deliver HN physics units. Anyone interested in joining the group should contact Christina.

Action: QST members to raise awareness of the review of the HN physics units/ASPs to colleagues that deliver HN physics units

Jonathan also advised QST members that SQA are currently recruiting for an HN physics EV. Further information on the vacancy can be accessed from [SQA's Appointee Management website](#).

Action: QST members to raise awareness of the HN physics EV vacancy to colleague that deliver HN physics units

Doug raised awareness of the development of two new physics units that will allow articulation to 3rd year degree courses, and advised that the units were in the early stages of development.

8. SVQs

Jonathan informed QST members that SQA had recently submitted three new requests to SQA Accreditation.

SVQs in Laboratory and Associated Technical Activities (LATA)

The current SVQs in Laboratory and Associated Technical Activities (LATA) have been extended until the 31st December 2018, when they will enter a lapsing period, and the new SVQs in LATA will be available for delivery from January 2019.

SVQs in Life Sciences and Related Industries

The existing SVQs in Life Sciences and Related Industries will be renamed to become SVQs in Laboratory Skills (Life Science). The current SVQs in Life Sciences and Related Industries will remain available until the 28th February 2019, when they will enter a lapsing period, and the new SVQs in Laboratory Skills (Life Science) will be available for delivery in early 2019.

SVQs in Scientific, Technical and Formulation Processing

SEMTEA, the Sector Skills Council for Engineering, in partnership with Cogent Skills, the Sector Skills Council for Science has recently developed new SVQs in Scientific, Technical and Formulation Processing. The new SVQs in Scientific, Technical and Formulation Processing will be available for delivery in early 2019.

9. Food Science

Derek provided an update on the Food Science developments and advised that two new PDAs at SCQF level 7 were being developed, with a view to being available for delivery in 2020.

Action: Derek to send Christina the draft frameworks for the two new PDAs in Food Science

Action: Christina to send QST members the draft frameworks for the two new PDAs in Food Science

10. AOB

Checklists for SCQF level 7 and 8 practical experiments

Steven highlighted concerns with regard to the reporting requirements for practical experiments at SCQF levels 7 and 8, and proposed that checklists be used instead of laboratory reports/pro formas/laboratory diaries for some of the practical experiments at SCQF levels 7 and 8. QST members highlighted the recent change to the evidence requirements for practical experiments at SCQF levels 7 and 8, with a laboratory diary now being accepted (if it meets the requirements of a pro forma), and agreed that this recent change should be carefully monitored over the coming sessions before any consideration is given to introducing checklists at SCQF levels 7 and 8.

QST members highlighted concerns with regard to pro formas requiring too much information, and it was agreed that QST members would sense check the requirements of a pro forma and provide feedback if they had any concerns.

Action: QST members to provide feedback on the requirements of a pro forma by 11th January 2019

Date of next meeting

Christina to send QST members an online poll to ascertain the best date for next meeting of the HN Science QST.

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ACTION GRID

| Action | Date completed |
|---|----------------|
| Christina to update the following units/ASPs: <ul style="list-style-type: none">• Animal and Plant Cell Culture: An Introduction (H920 34)• Animal Biology (H921 35)• DNA and Genetics (H929 34)• Cell Biology: Theory and Laboratory Skills (H927 34)• Microbiological Techniques (H92F 35)• Statistics for Science 1 (H8XT 33) | |
| Christina to circulate the HN Graded Unit factsheet and frequently asked questions documents to QST members | |

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|---|--|
| QST members to contact Honor Murphy, honor.murphy@sqa.org.uk , should they have any questions or queries with regard to the new policy | |
| QST members to liaise with their Higher Education contacts to ascertain if there is any demand from HEI for an SCQF level 7 unit in Human Physiology | |
| QST members to provide feedback to Christina if there is any demand for an SCQF level 7 unit in Human Physiology | |
| QST members to liaise with their colleagues that deliver the Statistics for Science (HP9Y 45) unit to ascertain their thoughts on the level of demand | |
| QST members to provide feedback to Christina on the level of demand of the Statistics for Science (HP9Y 45) unit by 11 th January 2019 | |
| Christina to send QST members the proposed frameworks for the revised NPAs at SCQF levels 4 and 5. | |
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| Steven to amend the generic checklist to include experimental errors | |
| Christina to publish the amended generic checklist on SQA's Understanding Standards website | |
| QST members to raise awareness of the review of the HN physics units/ASPs to colleagues that deliver HN physics units | |
| QST members to raise awareness of the HN physics EV vacancy to colleague that deliver HN physics units | |
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