

National Qualifications Support Team

Business Education



Action grid from meeting held on 11 October 2014

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
1	Welcome and introductions	Qualifications Manager Alistair Wylie (AW) welcomed everyone to the first meeting of the NQST.		
2	Roles and remit of NQST confidentiality	AW 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 Kirstie Casson (KC) demonstrated the NQST Quickr place.		
4	Diet 2013–14	AW provided an overview of the Course Reports for Accounting, Business Management, Economics, and Administration and IT. These reports are available on SQA's website.		
5	Verification activity 2013–14	AW provided an overview of the Key Messages Reports.		
6	Overview of Understanding Standards activity	Subject Implementation Manager Diane Santana advised that there will be Understanding Standards events across the country. Details can be found on SQA's website. The exemplification materials produced will be published on SQA's secure site in due course.		
7	AOB	Members were advised that they would be contacted and asked for feedback on an ad hoc basis via the Quickr forum.	All	Ongoing