

**SCOTTISH QUALIFICATIONS AUTHORITY**

**QUALIFICATIONS SUPPORT TEAM FOR THE PERSONAL FINANCE AWARD**

**ACTION GRID – MEETING 1 HELD ON MONDAY 4 NOVEMBER 2013**

| <b>Ref</b> | <b>Agenda/Minute Title</b>   | <b>Agreed Action</b>  | <b>Action to be taken by</b>         | <b>Target Date</b> |
|------------|------------------------------|---|--------------------------------------|--------------------|
| 1/1        | Welcome and Introduction     | The Qualifications Manager (QM) welcomed everyone to the first meeting of the Personal Finance Award Qualifications Support Team (QST).   |                                      |                    |
| 1/2        | Purpose of QST               | <p>The QM outlined the purpose of a QST stating that this comprised of a group of practitioners who would advise SQA on issues relating to the Personal Finance Award. The work of the QST could involve advice on the development of resources to support the award, monitoring the uptake of the award or to facilitate workshops at SQA events.</p> <p>It is normal practice for the QST to meet once or twice a year.</p>   |                                      |                    |
| 1/3        | Feedback from Network Events | <p>A summary of the evaluations from the Network Events held in January was circulated. The feedback was positive with many of the delegates highlighting the benefit of discussion with peers delivering the PFA in other centres and exchanging information regarding resources.</p> <p>Event delegates also stated that their knowledge of SOLAR assessment criteria had improved. Discussion around the access to SOLAR results took place and it was agreed that SOLAR Project Manager would draw up a procedure giving details of how to access results on SOLAR, etc. This would be tested by one of the QST practitioners.</p> <p>It was suggested that sessions on resources be included in any future Network Events.</p> | SOLAR Project Manager and QST member | 30 November 2013   |

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| 1/4 | Entries/Awards       | <p>Details of entries and awards for the years 2010/2011, 2011/2012 and 2012/2013 for the Personal Finance Award were distributed. The entry/award figures had increased year on year. The Personal Finance Award is SQA's second highest uptake award.</p> <p>One member asked if the PFA was recognised as an entry qualification to college courses, etc. Qualifications Officer (QO) to investigate if wider achievement awards were accepted as entry qualifications.</p>   | QO                    | 30 November 2013 |
| 1/5 | Assessment Questions | <p>SOLAR Project Manager informed the meeting that questions relating to National Minimum Wage, etc had been updated within the question bank. He planned to increase the bank of formative and summative questions and to include topics such as pension, living wage, charges for internet data via smartphones, etc. It is hoped to broaden the range of question type.</p> <p>Project Manager will email centres to ask for volunteers to write formative and summative questions. Individuals will then be commissioned to write questions with timescales being agreed for this work.</p> <p>Project Manager had received a comment from a centre suggesting that the language used within the questions was too complex. The meeting stated that this was not the case and the language was relevant to the context of the award.</p> | SOLAR Project Manager | 30 November 2013 |
| 1/6 | Practitioner Input   | <p>QST members briefed SQA officers on the pattern of delivery within their centres. There was a wide range of delivery models with some centres timetabling the Personal Finance Award for 6 periods a week with others delivering over 3 periods a week with Internet Safety being allocated the remaining 3 periods.</p> <p>It was suggested that the Personal Finance Award could be delivered</p>   |                       |                  |

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|     |                                     | <p>to pupils in S1-S3 as it covered 12 of the money E&amp;Os. QO to discuss with SQA colleague if this was acceptable.</p> <p>The QST members stated that they had not received information from their SQA Coordinator regarding the update letter which was posted on the Personal Finance Award subject page in July. Link to letter to be inserted in Action Grid. The letter can be located under <b>Related information</b> which appears on the right-hand side of the subject page.</p> <p><a href="http://www.sqa.org.uk/sqa//36557.html">http://www.sqa.org.uk/sqa//36557.html</a></p>  | <p>QO</p> <p>QO</p>   | <p>30 November 2013</p> <p>30 November 2013</p> |
| 1/7 | <i>ifs</i> School of Finance Update | <p>QO informed the meeting that Rod McKee of <i>ifs</i> had retired and had been replaced by Alison Pask. Nicola Mellor had also been appointed and would be dealing with qualifications.</p> <p>The some of the group informed the meeting that they had attended the <i>ifs</i> School of Finance Information Day in May 2013. Concerns were tabled about the level of the <i>ifs</i> Certificate in Personal Finance at SCQF level 5 – much of the content was at a similar level to the Personal Finance Award and this was a barrier to selling the delivery of this Certificate to both senior management and pupils wishing to progress to a higher SCQF level qualification. QO to feedback concerns to Jeremy Williams at <i>ifs</i>.</p> | <p>QO</p>             | <p>30 November 2013</p>                         |
| 1/8 | Any Other Business                  | <p>QO enquired if QST members had knowledge of the Stewart Ivory Foundation which provided speakers on aspects of financial services. Although some of the group had heard of the organisation no centre had hosted a presentation from one of their facilitators. QM and QO are meeting with a staff member of the Stewart Ivory Foundation and will give an update at the next QST meeting.</p> <p>Some of the QST members stated that SCOTWEST Credit Union and STEM ambassadors had given presentations within their centres.</p>  |                       |   |

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|     |                      | <p>The update letter included information about the benchmarking of qualifications which would now recognise the Personal Finance Award and ifs Certificate in Personal Finance.</p> <p>A copy of the revised Personal Finance Award information sheet was distributed to QST members for information.</p> |                       |             |
| 1/9 | Date of Next Meeting | To be confirmed.   |                       |             |