SCOTTISH QUALIFICATIONS AUTHORITY

QUALIFICATIONS SUPPORT TEAM FOR HN ACCOUNTING, ADMINISTRATION AND INFORMATION TECHNOLOGY, BUSINESS AND FINANCIAL SERVICES

ACTION GRID – MEETING 14 HELD ON TUESDAY 1 MAY 2012

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
14/1	Welcome and Introduction	The Qualifications Manager (QM) welcomed everyone to the meeting. All members introduced themselves, including the new members for HN Business.		
14/2	Action Grid from Meeting 13	The group reviewed the Action Grid from meeting 13 held last October. The QM provided an update on the actions taken. None were outstanding.		
14/3	Feedback from Network Events	The QM gave a summary of feedback received from the HN Network Events held in February. The Events were very well received and feedback was very positive

Feedback suggests centres appreciate the move away from Network Events as an SQA information giving exercise to more sharing of practice between centres and informal networking.

Whilst this is very positive it was emphasised that continuing this approach relies on support from centres in the form of volunteers to speak and share their practice.

The group agreed that it would be beneficial to carry out some form of consultation to establish what would be most relevant and useful for centres and to consider repeating content from the previous year if there is a clear demand from centres. | | |
| | | | | |

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
14/4	2010 Frameworks – Unit comments received	**HNC/D ADMINISTRATION & IT** • *Medical Terminology for Administrative Staff F84M 34* A query was discussed in relation to whether assessment of Outcome 1 must take place on one single assessment event. It was confirmed that this is not the case and assessment can be split over more than one assessment event. There is no upper limit as to the number of events this may be. This item was for information and did not require a decision. • *Communication: Practical Skills D77G 34* Proposal: Add this unit as an either/or choice with Communication: Analysing and Presenting Complex Communication DE3N 34 The proposal was not accepted by the team as the current Communication Unit provides more formal business-based content and a more structured basis for business communication. The Practical Skills Unit removes the business documentation element and requires less complex documents. This proposal was also made in respect of **HNC/D Business** with the same decision not to accept.		

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
		HNC/D BUSINESS		
		• *Insurance Underwriting Process F9YA 33* *Insurance: Legal and Regulatory Frameworks F9YD 33* Proposal: Add these units to the options of HNC and HND Business After discussion of the proposal the team agreed the it should be accepted ACTION: *Add these units to HNC and HND Business frameworks* • *Business Accounting F84M 34* Proposal: Include 'dividends' within the list of year end adjustments in Outcome 1 requiring candidates to make adjustments for 6 of the 7 types listed The team expressed concern that this amendment would conflict with 2005 changes to Accounting practices since approval of dividends is not given until after the final accounts have been drawn up therefore cannot appear in the final accounts. A note added to the accounts will be made of the final proposed dividend but will not appear in the final accounts themselves. QO agreed to discuss internally before a decision is reached. Update (17/05/12): Decision was made to add Dividends to the trial balance of the Assessment Exemplar rather than add as an adjustment in the unit specification. This gives the option for dividends to be included in a scenario where there is share capital	Qualifications Officer (QO)	June 2012

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
		and profit available for dividend.		
		ACTION: *QO to take forward process of amending the Exemplars*	QO	June 2012
		• *Statistics for Business F84K 35*		
		The QM advised that a meeting has been convened between EVs from Maths and Business cognate groups to consider options regarding an error tolerance for this Unit following feedback from the Maths cognate area. The date of the meeting is 19/05/12 and it is hoped that any changes will not require a change of code for the Unit. If changes are necessary they will be processed by the Maths QD team.		
		HNC/D ACCOUNTING		
		• *Communication: Practical Skills (D77G 34)*		
		A request had been received to add this Unit to the options (as an alternative to *Communication: Analysing and Presenting Complex Communication*) within HNC/D Accounting.		
		This proposal was rejected as per the reasons given under HN Admin & IT and HN Business.		
		• *Payroll F86W 34*		
		Feedback has been received suggesting the content of this unit is very heavy for a one credit unit. It has become increasingly difficult to access required tax tables, etc to carry out manual payroll calculations (Outcome 1). The meeting felt that knowledge of the		

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
		theory is still essential although perhaps it would not be necessary for all calculations to be made manually. It was agreed that no changes should be made at present but this could be monitored over the next session with a view to possible changes for session 2013/14. • *Management Accounting for Planning and Control F82H 35* Some centres have queried whether the use of Spreadsheets is acceptable for assessment. QO advised that this had been put to EV Group who agreed that it would be acceptable providing spreadsheets are completely blank. The team agreed and suggested that Assessment Guidelines in the Unit specification be updated to reflect this. ACTION: *QO to arrange for Assessment Guidelines in unit specification to be updated*	QO	June 2012
14/5	2010 Frameworks – Assessment Exemplar comments received	**HN ACCOUNTING** • *Accounting: Graded Unit 1 F8KE 34 (Assessment Exemplars 1 & 3)* Assessment Exemplars 1 and 3 include Control Accounts. However Control Accounts are not covered in the assessment of contributing units. The team discussed ways of addressing the issue, however Control Accounts is a significant subject area in its own right and it would be difficult to fit it into another unit. No decision was taken to change the Assessment Exemplars but the situation regarding if and where Control Accounts are covered in the frameworks will be monitored.		

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
		• *Business Taxation F76R 35* An error on page 10 where depreciation is not added back was highlighted to the group. The unit was discussed in general terms but no further issues were identified.		
14/6	Communication of Unit/Assessment Exemplar changes to centres	The QM advised that an update letter and email summarising all changes to unit specifications and assessment exemplars made this session will be sent before the summer break. The QM re-iterated that the process for updating frameworks will be for such proposals to be put to the QST in May each year for guidance before a decision is made by the relevant Officer. Changes will be included in the update letter and email. ACTION: *Update Letter to be drafted and sent*	QM	June 2012
14/7	Proposal for HN Accounting – review of error tolerances within Units	Feedback has been received to suggest there is some inconsistency between the error tolerances across the HN Accounting Units. The QO advised the meeting that a group will meet in June 2012 to review the tolerances to enable any amendments to be made to Unit specifications and Assessment exemplars before academic session 2012/2013. The second year units may be looked at next year if budget is available. ACTION: *Email QO their comments on error tolerances for consideration by the group* ACTION: *QO to inform centres of amendments*	Accounting QST members QO	May 2012 August 2012

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
14/8	Candidate and Centre Surveys	Candidate and Centre surveys are now available on the respective SQA webpages for each subject – HNC/D Accounting, Admin & IT and Business. The QM requested that QST members ask as many colleagues and candidates to complete the surveys as possible, as this will be a key tool for informing the planning of future activity. The surveys have been available online since 30th April and will remain on the site until 1st June. The surveys can be completed in hard copy and submitted to SQA if this is more convenient. ACTION: *QST members to approach colleagues re surveys*	All	May-June 2012
14/9	Any Other Business	• **Update on Optional Units under review in other subject areas** Creating a Culture of Customer Care (H1F0 34) and Managing and Working with People (H1F4 34) have been reviewed and revised Unit Specifications are available on SQA website. Assessment Exemplars are scheduled to be available by August. HRM: Introduction (DN78 34), Recruitment, Selection and Induction (DN7A 34) and Individual Employment Relations Practice (DN76 34) are also currently under review and Unit Specifications and Assessment Exemplars are expected to be available by August. The new units will be included in each framework as an either/or choice with the old units. The Customer Care and Managing and Working with People units have been given finish dates of 31st July 2015. • **Articulation Project** The QM updated the group on the rationale and the initial meeting in relation to this project. The aim is to improve articulation from HN to		

Ref	Agenda/Minute Title	Agreed Action	Action to be taken by	Target Date
		degree programmes on a national basis. Four subject areas have been identified for an initial pilot – Business, Computing, Engineering and Social Sciences. The project is being driven by the Scottish Funding Council and involves various stakeholders including SQA, HEIs and funding agencies. A strategic agreement has been made for SQA to lead the pilot project for implementation in August 2013. The suggested mechanism for this is a review team consisting of relevant stakeholders. • **Sharing of Prior Verified Assessments** Qualification Approval and Verification team are looking at ways to facilitate sharing and maintenance of prior verified assessments with other centres. The current proposal is to have a dedicated area of the SQA secure site to distinguish these assessments from those produced by SQA. They would have a time stamp to indicate the date they were prior verified. This applies to all subject areas across HN. • **Plagiarism** There have been a few instances of candidates submitting work that was found to have been plagiarised from online document hosting sites. It would be detrimental to centres if SQA were to withdraw exemplars from use because of this, as it may not be possible to get replacements written. Therefore it was agreed that the most practical solution is for centres to be vigilant and aware that this kind of material exists and may be plagiarised by candidates.		
14/10	Date of Next Meeting	The date of the next meeting was agreed as Thursday 25th October 2012		