

FOI Request (FOI 24-25 167)

Request:

All materials produced to prepare / brief / support those hosting the Higher History Understanding Standards webinar held in December 2024

Response

From: Lindsay Russell

Sent: 10 September 2024 09:52

To: [REDACTED]@sqa-ext.org.uk>

Cc: [REDACTED]@sqa.org.uk>

Subject: Higher History webinar - templates and guidance

Hi [REDACTED]

Thank you for agreeing to jointly deliver the **Higher History** webinars on 6 and 13 November. Your contracts for this work have been raised and will be available on the Appointee Portal shortly. You will receive two contracts – one for each webinar.

These webinars will be hosted remotely with technical support offered by the Corporate Events team.

Please find attached the PowerPoint template and Webinars Guide for Qualifications Teams and their Appointees.

You will find the guidance on formatting and populating a PowerPoint Presentation on page 4 of the Webinars Guide for Qualifications Teams and their Appointees. This will ensure that it can be made ready for the event with minimal editorial amendments. If you also plan to discuss candidate evidence during the webinar session, please advise as soon as possible which pieces of evidence you would like to use so a candidate evidence document can be created. This will be sent to delegates in advance of the webinar.

The presentations should be e-mailed to the NQ Understanding Standards team mailbox at **nqus@sqa.org.uk** by **7 October 2024**. The subject of the e-mail should be <CPD Webinar material **Level Subject Date**>. This will ensure that the presentations are prioritised appropriately as soon as they're received.

If for any reason you think you are unable to meet the presentation submission date, please let me know.

Once the presentations have been reviewed by the relevant US team member – and revised if necessary – they will be uploaded to SharePoint along with any additional material that has not already been published. The presenter and qualifications team members will be sent a link so that they can access the final version in advance of the webinar. Please check the final version sent to you as it will not be possible to make changes to the presentation on the day of the webinar or at your rehearsal.

For the webinar, if you wish attendees to bring along any additional SQA published documents, we can send a link to the document/s. However, if the additional document/s is from the secure website, attendees will be asked to contact their SQA Co-ordinator to arrange access. Please advise if any additional documents will be required.

If you would like to view one of the published webinars, please visit the following link:
<http://www.sqa.org.uk/sqa/75796.html>

Should you need further information/assistance please do let me know.

Many thanks

[REDACTED]

[REDACTED]
[REDACTED]

Understanding Standards, Qualifications Development

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