Code of Practice Governance Group

Date: Tuesday 31st March 2020
Time: 9.00-10.00
Location: MS Teams
Members: Fiona Robertson, Jean Blair, Liz McGrath, John McMorris
Attending: Robert Quinn, Denise Monteith, [redacted], Alistair Wylie, [redacted]
Apologies: James Morgan, Gill Stewart

Notes & actions

Item	Topic
16.1	**Notes of previous meeting** The notes were agreed and no actions were outstanding.
16.2	**Alternative Certification Model (ACM)** FR advised CoPGG that work on the ACM was still ongoing and would conclude in the next few days with a recommended course of action. CoPGG discussed the role of estimates in the ACM and the potential need for some additional guidance to be provided so we can obtain some additional data. It was noted that would also require the provision of a means to capture the additional data. JB advised we have 10.8% of estimates in the system as would be usual at this time of year. **Action - RQ&FR will produce a message for wider system on Estimates**.
16.3	**National 5 Coursework** JB presented a paper updating CoPGG on the key factors relating to coursework - Marker Availability and Reliability; Logistics; Standardisation – and the recommendation that we do **not** proceed with the marking of N5 Coursework. JB said that whilst Marker reliability was positive, we have been advised by Parcelforce there is significant risk to security of service and a viable, scalable remote model for Standardisation has not been determined. CoPGG discussed the recommendation and noted the positive response from Appointees. It was also noted that the data we hold is incomplete; that the ongoing requirement to allocate coursework artefacts and achieve their secure return might become very challenging indeed. Regarding Standardisation there had been a number of attempts with small uptake subjects to establish and test a remote system however this had proven to be unsuccessful and there was no technology solution available to support coursework that was not marked from image. CoPGG concluded that concerns over security and equity with the process meant the recommendation to not issue N5 coursework for marking to our original timeline was agreed. **Action – a final version of the paper reflecting discussions on Standardisation should be provided for the record by JB.** **Action – GS/JMcM to provide communications highlighting concerns over safety, security and equity of the process and the ongoing importance of coursework.**

16.4	**N3/N4 Contingency** [redacted] presented her paper covering the issues around accessing evidence in N3 & N4 courses, what guidance we should provide including the retention of evidence and suggested we should offer a consistent approach with other SCQF levels and products. CoPGG thanked [redacted] for her paper and discussed how N3 and N4 courses will be evidenced suggesting our guidance would include a requirement for teachers to document the decision-making process. CoPGG agreed with the recommendation in the paper and also noted the other qualification types such as Awards and Skills for Work that can be addressed under this guidance. **Action - JMcM to initiate communications based on this decision and that relating to NQGA product types discussed at the previous meeting (paper 15.8-CoPGG NC and NPA Delivery & QA 20200327 refers).**
16.5	**HNVQ Contingency** JB gave a general update on progress in HN but highlighted some issues in competence and work-based learning products including requests for guidance from SDS and advised that contact with SQA Accreditation was urgently required to discuss. CoPGG noted that SQA Acc had recently issued broad guidance and that a conversation of a more detailed manner was arranged. [Post meeting note – this will take place on 3rd April]. LMcG said there was a regular call with [redacted] [Skills Development Scotland] and other SDS staff to progress the Foundation Apprenticeship and other issues that was making good progress in working together. **Action – follow up on these topics as part of CoPGG HNVQ update in due course.**
16.6	**Communications** CoPGG noted there were several areas we could now engage and then communicate on and discussed the formation of a coherent package of communications to include Estimate Guidance, N5 Coursework and advice on QA for NQGA etc. **Action – JMcM and team to provide internal and external communications package by cop on Thursday 2nd April.**
	Date of next meeting – 1st April 2020