

Scottish Colleges' MIS Working Group

30 January 2009

Attending: Robert McIlwaine (Chair), Louise Anderson, Helen Bennet, Alan Cowan, Brian Gallagher, Martin Hughes and Joe McConville

Apologies: Linda Godden, Ann Vincent and Linda Rollo.

Item	Minute	Action
1.	Introduction and Welcome	
1.1	Robert McIlwaine (Chair) welcomed the members of the group to the first meeting of this SQA Working Group - Scottish Colleges' MIS Working Group.	
2.	Scope and Remit of the Group	
2.1	<p>A general discussion took place on the scope and remit of this group.</p> <p>For clarification the group noted the differences in focus of the SQA Operational Forum and the Scottish Colleges' MIS Working group.</p> <p>The SQA Operational Forum (Chaired by SQA) has a strategic, sector wide focus on issues that affect the colleges.</p> <p>Group membership includes the chairs of the MIS COP and of the Quality COP.</p> <p>The Scottish Colleges' MIS Working Group (Chaired by the chair of the MIS COP) will have an operational, sector wide focus on issues that affect the colleges. This group will escalate items to the SQA Operational Forum or MIS COP as appropriate.</p> <p>Group membership includes SQA staff, Chairs of both CAPITA and SITS User groups and representatives of the college sector, who are staff at CAPITA and SITS colleges.</p>	
3.	Withdrawals – Quarterly or otherwise	
3.1	<p>Open entries for units that have passed completion date.</p> <p>SQA propose to no longer generate and issue to colleges, a report of open entries (group awards or units) that have passed their completion date.</p> <p>Colleges would take responsibility through their MIS systems OR navigator for this data.</p> <p>SQA propose that they will not withdraw any open entries (group awards or units) that have passed their completion date.</p> <p>College Action: The issues for the college to consider:</p>	

Scottish Colleges' MIS Working Group
30 January 2009

	<ul style="list-style-type: none"> - students certificate requirements - cost implications for colleges re-entering student for qualification. - <p>The group noted that ASC are investigating this scale of this issue and will report their findings to the SQA Operational Forum.</p>	
3.2	<p>Open Entries for qualifications that have an impending finish date.</p> <p>SQA propose to:</p> <ul style="list-style-type: none"> - Send a report of these open entries to colleges, one month prior to the finish date. - Withdraw any open entries 3 months after the finish date. <p>College Action: Group agreed to seek sector views on this issue.</p>	RMcl
4.	Transaction ID	
4.1	<p>The transaction ID relates to a student reference, product code and occurrence reference.</p> <p>Entry and Results files in CAPITA colleges contain the transaction ID. This information is included in the files that are submitted to SQA via SQA exchange. This information is returned to the college with confirmation/error reports, however, as originally agreed SQA do not hold the transaction ID.</p> <p>SQA Action: Group asked SQA to consider holding this information in order that it could be included in various reports generated for colleges (including electronic backups for invoices). SQA confirmed they will re-visit this issue with the centre software suppliers and report back to the group.</p> <p>College Action: Group agreed to seek sector views as to which reports transaction ID could be included in.</p> <p>College Action: Both User Group Chairs asked to ensure that transaction ID be included on agenda for next meeting with software suppliers.</p>	<p>SQA</p> <p>JMcC/BG</p> <p>BG/LR</p>
5.	Communication	
5.1	<p>Group discussed communication of minutes/items for action from this Group.</p> <p>Gerry Dougan SFEU could include minutes on SFEU website.</p> <p>College Action: - Chair to forward minutes to Gerry Dougan and colleges. This will allow colleges to indicate any new items for agenda and to indicate college viewpoint on specific issues as required.</p>	

Scottish Colleges' MIS Working Group
30 January 2009

5.2	<p>It was suggested that a college email account could be created similar to the one which operates for CAPITA. This email account would be <i>SQA@collegename</i>. The college would then arrange to forward this email to any number of appropriate staff at each college.</p> <p>College Action: To seek sector view on creation of SQA/college email account.</p>	BG/LR
5.3	<p>My SQA - SQA asked that colleges promote My SQA using posters/leaflets issued by SQA. Other initiatives could be to include statement in Student Handbook, prospectus, at induction events, college intranet (direct link or electronic version of leaflet).</p>	
6.	Certification and Clear up.	
6.1	<p>SQA Agreed to communicate the current status to colleges.</p> <p>Finished awards after 3 months, SQA contact colleges to advise them of this.</p> <p>For any HNC, HND, SVQ (subject to "10 week" rule), once all units achieved, SQA will certificate.</p> <p>Question: At what point after the completion date do you: have a result? want to change a completion date?</p> <p>Do we: want automatic withdrawal? or never want automatic withdrawals by SQA until unit has lapsed?</p> <p>VQ units – to be identified separately.</p> <p>SQA Action: SQA agreed to provide clarification on certification and withdrawals in terms of the current state of play. They will indicate how regular reports are generated for example GAA certificates - 3 times per week and Unit certificates - monthly.</p> <p>Information is provided on the certification schedule, via the new Operation Centre support pages at www.sqa.org.uk Centre Support. SQA encourages users to sign up for My Alerts linking to these pages either direct to individuals or via a group e-mail such as <i>sqa@college.ac.uk</i></p>	SQA
7.	AOB	
7.1	<p>Approvals Files Colleges issued with SQA Approvals files in May 2008. Group</p>	

Scottish Colleges' MIS Working Group
30 January 2009

	<p>agreed to seek sector view on appropriateness of timing for issue of this information. SQA will clarify the process for notifying colleges of units that are subsequently allocated an end date.</p> <p>Certification for NQ 'Courses'. - SQA guidelines indicate that one component unit must have a March completion date. In some colleges a component unit could have an end date, for example, of December. The college would want the completion date to also be December, but this would not conflict with SQA guidelines.</p> <p>College Action: Group agreed to seek sector view on this issue.</p> <p>SQA Action: SQA agreed to consider this issue.</p>	<p>SQA</p> <p>RMcl</p> <p>SQA</p>
<p>7.2</p>	<p>Group membership Chair asked that one more representative from CAPITA and SITS colleges be included in the group to facilitate viable numbers for each meeting.</p> <p>CAPITA College – Louise Anderson (from reserve list) was nominated and approved by the group.</p> <p>SITS College – Chair to approach additional nominee from reserve list.</p>	<p>RMcl</p> <p>RMcl</p>
<p>7.3</p>	<p>Registration File – SCN Automatic Matching. The group discussed the current XML registration file matching process.</p> <p>SQA confirmed that SQA's processes do not match records but will suggest a match for colleges to accept or reject. The fields checked are: Surname, Gender, DOB and Initial of forename.</p> <p>The CAPITA colleges confirmed that the current process involves the returned XML file indicating</p> <p>a) the records that have found one potential match, which if accepted will be automatically updated in the college system (SCN is copied to the UNITE record).</p> <p>b) the records that have found one or more potential matches, which if one is accepted, will be automatically updated in the college system (SCN is copied to the UNITE record).</p> <p>SQA indicated concerns around the 'automatic matching' issue and have asked colleges to confirm current processes.</p>	<p>BG</p>

Date of Next Meeting: Friday 3 April 2009, 1030hrs at SQA.