

Assessment Strategy

2009 Business & Administration Standards

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1. Introduction

- 1.1 The Business & Administration Assessment Strategy is designed to provide awarding organisations with a robust and flexible approach to deliver assessment for Business & Administration NVQs / SVQs and competence based qualifications.

2. External quality control

- 2.1 Awarding organisations will provide qualifications and quality assurance that support their delivery to all Business & Administration NVQs / SVQs and competence-based qualification assessment centres in line with regulatory requirements in England, Scotland, Wales and Northern Ireland.
- 2.2 Awarding organisations must use independent assessment for competence based qualifications.
- 2.3 Awarding organisations will supply SkillsCFA (CFA) with reports:
- Quarterly: provide registration and achievement data at unit and qualification levels

3. Assessing performance

- 3.1 Assessment of all units at any level of Business & Administration NVQs / SVQs and competence-based qualifications may be based on either candidate performance at work or through simulation, as necessary (See Section 4 below).

4 Simulation of NVQ / SVQ units

- 4.1 If a unit or part of a unit at any level is simulated, it must be undertaken in a 'realistic working environment' (RWE).
- 4.2 Awarding organisations will provide guidance for centres on RWEs. Awarding organisations will make sure RWEs, "provide an environment which replicates the key characteristics of the workplace in which the skill to be assessed is normally employed".
- 4.3 Units which have been imported by the CFA in their Business & Administration NVQs / SVQs and competence-based qualifications will be assessed in compliance with their relevant assessment strategies.

5 Occupational expertise to assess performance, and moderate and verify assessments

- 5.1 Candidates can be assessed, moderated or verified at work either by:
- a) **Assessors, moderators or verifiers** who have achieved or are working towards achievement of the appropriate regulatory body approved unit qualifications for assessment, moderation or verification;

OR

- b) A **trainer, supervisor or manager**, employed by an organisation, who must either:
1. Have achieved or be in the process of achieving the appropriate regulatory body approved unit qualifications for assessment, moderation or verification; or,
 2. Seek guidance and approval from an awarding organisation to demonstrate that the;
 - Organisation has appropriate processes in place to facilitate assessment, moderation or verification functions
 - Trainer, supervisor or manager is able to map their assessment, moderation or verification skills and knowledge 100% to the NOS upon which the qualifications above are based.
- 5.2 **Assessors** must be occupationally competent to make Business & Administration assessment judgements about the level and scope of individual candidate performance at work or in RWEs; and, occupationally competent to make assessment judgements about the quality of assessment and the assessment process.
- 5.3 **External Moderators / Verifiers or Internal Moderators / Verifiers** must be occupationally competent to make Business & Administration moderation and verification judgements about the quality of assessment and the assessment process.
- 5.4 Awarding organisations will supply full information on the requirements for internal and external moderation / verification activities to Business & Administration assessment centres.
- 5.5 The sector requires all assessors, moderators and verifiers to maintain current Business & Administration competence to deliver these functions. The CFA recognises this can be achieved in many ways but must be recorded in individual continual professional development (CPD) records that are maintained in Business & Administration assessment centres.