

## Changes to Assessment Strategy for Business and Administration NVQs July 2009

On page 6 - CfA's (Council for Administration) guidance regarding the type of information they wished awarding bodies to supply them with has been removed.

Page 7, section 1 - this is a new paragraph, replacing two paragraphs on the required experience of EVs, IVs and assessors.

*"All assessors and verifiers must receive appropriate induction to the NVQ/SVQ standards. They must also have access to ongoing training and updating on current Business & Administration issues and maintain their occupational competence to NVQ/SVQ level 3 Business & Administration standards for levels 1-3 and level 4 Business & Administration standards for level 4 NVQs/SVQs."*

On page 8, section 2.1, the following paragraph has been re-worded:

*"for those units they wish to assess or verify they must have up-to-date experience as a level 3 administrator demonstrated by either holding an appropriate qualification or through demonstration of relevant expertise and experience"*

On page 8, section 2.2 has been rewritten:

- *"Have verifiable and relevant current industry experience and competence in the occupational working area at, or above, the level being assessed and evidence the quality of the occupational experience to ensure the credibility of the assessment judgements. Assessors' and verifiers' experience and competence could be evidenced by:*
  - *Curriculum vitae and references*
  - *Possession of a relevant health and safety qualification*
  - *Appropriate membership of a relevant professional institution*
  - *Continuing Professional Development (CPD)*
- *Only assess or verify in their acknowledged area of professional competence*
- *Have appropriate knowledge and understanding of the current NOS*
- *Actively engage in relevant professional development*
- *All assessors and verifiers must meet the required criteria in the qualifications regulators current regulation documentation."*

On page 9, section 2.3, the following paragraph is new:

*"for those units they wish to assess and verify have experience as a level 4 administrator demonstrated by either holding an appropriate qualification or through demonstration of relevant expertise and experience"*

Page 12, Proxy qualifications.

Some text defining proxy qualifications has been omitted.

Page 22, 2.5 Imported and specialist units - the SSC responsible for units 306 and 307 now appears to be the Financial Services Skills Council (FSSC) rather than the Accountancy Occupational Standards Group.

Page 22, Agriculture - the following paragraph has been added:

*“Competence in agricultural or horticultural administration: If, due to exceptional circumstances, these conditions cannot be met, the centre must bring this to the attention of the awarding body and negotiate alternative, temporary arrangements that must satisfy the external verifier that the quality of assessment will be upheld, for example a qualified administration assessor may support a trainee assessor with agricultural or horticultural occupational competence, whilst the trainee works towards A1. Such arrangements should not be allowed to continue for more than 18 months and information on these exceptional arrangements should be made available to the CFA.”*