

Adaptation addendum

Summary of Changes:

V2 04.02.21 – updated to make it clear that the current assessment strategy permits simulation in exceptional circumstances. Information regarding the assessment of knowledge learning outcomes and skills/competence learning outcomes are now in separate sections.

Qualification reference number(s)	Qualification title(s)	
601/3963/8	NCFE Level 1 Certificate in Business Administration	
601/3964/X	NCFE Level 2 Diploma in Business Administration	
601/3965/1	NCFE Level 3 Diploma in Business Administration	
603/5359/4	NCFE Level 3 Diploma for Business Administrators	
601/3966/3	NCFE Level 4 NVQ Diploma in Business Administration	
Adaptations		
Assessment	Current approach	Adaptation
Internal assessment: knowledge learning outcomes	<p>Assessed through portfolio of evidence.</p> <p>Guidance in our qualification specifications sets out assessment criteria which must be met, and examples of the type of evidence which may be used to meet those criteria.</p> <p>It is already the case that other forms of evidence (i.e. not specifically listed in our guidance) may be</p>	<p>All relevant qualification content must still be delivered and assessment criteria met.</p> <p>We believe that the flexibilities which centres already have with respect to the types of evidence they may use to meet assessment criteria are sufficient to mitigate Covid-related risks.</p>

	used if they meet assessment criteria and can be internally and externally quality assured.	
Competence based learning outcomes: observation of competence via workplace or mandatory work placement; essential e.g. due to licence to practice requirements in a given occupational area	<p>A number of our qualifications include mandated work placement components, e.g. due to licence to practice requirements for a given occupation, or to reflect the clear expectations of relevant industry sector partner organisations.</p> <p>Many of these qualifications do currently require that learners complete a minimum number of placement hours – often to meet those externally set requirements.</p> <p>The amount and type of assessment included in work placements varies between qualifications – but will typically be a combination of internal skills and knowledge assessment activity.</p>	<p>All relevant qualification content must still be delivered and assessment criteria met.</p> <p>Valid and reliable evidence of learner competence is required for units with competence-based assessment criteria. Where possible assessor observation should be the primary source of evidence.</p> <p>Simulation can be used in place of actual work activity for all units.</p> <p>As our existing guidance permits, to mitigate Covid-related challenges, we would encourage centres to consider, for example:</p> <ul style="list-style-type: none"> • using witness testimonies to confirm the observation of learner competence over time where direct observation is not possible • using observation of simulated activity to evidence the demonstration of competence where direct observation is not possible • how they might use alternative and / or digital solutions to gather and store evidence

		<ul style="list-style-type: none">carefully considering how you schedule teaching, learning and assessment activity during the year, recognising that you may not be able to access specialist facilities / equipment in all weeks. <p>You can find further advice and guidance on the preparation of portfolios of evidence here.</p>
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