

(601/3964/X) NCFE Level 2 Diploma in Business Administration, (601/3965/1) NCFE Level 3 Diploma in Business Administration

Adaptation addendum

Qualification reference number(s)	Qualification title(s)
601/3964/X	NCFE Level 2 Diploma in Business Administration
601/3965/1	NCFE Level 3 Diploma in Business Administration
Summary of changes	<p>V1.0 - 22.02.21</p> <p>Updates to assessment in line with some external assessments now being cancelled. The new version number is to reflect 2021 updated template layout to include a mapping section for further unit level adaptations.</p> <p>Previous version title 'AT 60139663 BA V2'</p>

Qualification adaptation

Qualification title & QN	NCFE Level 2 Diploma in Business Administration (601/3964/X)
Existing rule of combination	<p>To be awarded the Level 2 Diploma in Business and Administration learners must achieve a minimum of 45 credits:</p> <ul style="list-style-type: none"> • a total of 21 credits from Group A (mandatory) • a minimum of 14 credits from Group B • the remaining 10 credits can come from Groups B, C or D – however, a maximum of 10 credits from Group C, and a maximum of 6 credits from Group D, can count towards achievement. <p>A minimum of 36 credits must be achieved at Level 2 or above.</p>
New rule of combination	<p>To be awarded the Level 2 Diploma in Business and Administration learners must achieve a minimum of 36 credits:</p> <ul style="list-style-type: none"> • a total of 21 credits from Group A (mandatory)

	<ul style="list-style-type: none"> • a minimum of 9 credits from Group B • the remaining 6 credits can come from Groups B, C or D – however, a maximum of 6 credits from Group C, and a maximum of 6 credits from Group D, can count towards achievement. <p>A minimum of 28 credits must be achieved at Level 2 or above.</p>
Achievement of the overall qualification grade	<p>Where the required number of optional units has been reduced, learners will be awarded an overall grade which reflects performance in units completed, subject to adapted rules of combination. Where a certificate is awarded this year, we will ensure that this is issued as normal and does not refer on the certificate that the result has been determined under the alternative regulatory arrangements.</p>

Qualification title & QN	NCFE Level 3 Diploma in Business Administration (601/3965/1)
Existing rule of combination	<p>To be awarded the NCFE Level 3 Diploma in Business Administration, learners must achieve a minimum of 58 credits.</p> <ul style="list-style-type: none"> • 27 credits from the mandatory units in Group A • a minimum of 13 credits from Group B • the remaining 18 credits can be taken from either Group B, C or D – however a maximum of 10 credits from Group C and a maximum of 8 credits from Group D can count towards overall achievement. <p>A minimum of 40 credits must be achieved at level 3 or above.</p>
New rule of combination	<p>To be awarded the NCFE Level 3 Diploma in Business Administration, learners must achieve a minimum of 47 credits.</p> <ul style="list-style-type: none"> • 27 credits from the mandatory units in Group A • a minimum of 8 credits from Group B

	<ul style="list-style-type: none"> the remaining 12 credits can be taken from either Group B, C or D – however a maximum of 10 credits from Group C and a maximum of 8 credits from Group D can count towards overall achievement. <p>A minimum of 32 credits must be achieved at level 3 or above.</p>
Achievement of the overall qualification grade	Where the required number of optional units has been reduced, learners will be awarded an overall grade which reflects performance in units completed, subject to adapted rules of combination. Where a certificate is awarded this year, we will ensure that this is issued as normal and does not refer on the certificate that the result has been determined under the alternative regulatory arrangements.

Assessment adaptation

Assessment	Approach following autumn 2020 adaptations	Additional adaptations for 2020/21
	<i>What we require for this type of assessment at present, including flexibilities already introduced in autumn 2020.</i>	<i>The additional flexibilities and adaptations that will apply during 2020-21.</i>
Internal assessment: skills and knowledge	<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>	<p>Internal assessment should continue remotely, where relevant, for all students where possible. Where internal assessment continues, all previously communicated adaptations still apply.</p> <p>Where permitted by regulatory and sector body guidance we have changed and/or removed qualification content, and therefore related assessment requirement, to allow more learners to complete qualifications. This has only been done where possible without undermining the purpose and validity of the qualification.</p>

<p>Observation of competence via workplace or mandatory work placement; essential e.g. due to licence to practice requirements in a given occupational area</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 • 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>Where the work placement is essential for occupational competency or licence to practice requirements, the relevant content must still be delivered, and assessment criteria met. It is not possible to award qualifications safely, reliably, and validly if key occupational skills have not been demonstrated and assessed.</p> <p>We have undertaken a full review of all assessments within this category. We have worked with sector bodies, regulators and other Awarding Organisations to review whether the work placement must still be completed and if so the number of placement hours required. We have also looked at additional flexibilities around simulation and direct observation.</p> <p>We have outlined within this adaptation addendum where it is possible to adopt alternative assessments methods to demonstrate some of the requisite practical skills. These adaptations could include expert witness testimony, simulation or reflective work accounts. Where it is not possible to adapt the assessment and workplace demonstration is still required, we have made it clear in the adaptation addendum.</p> <p>Simulation can be used in place of actual work activity for all units.</p> <p>Further guidance on permitted adaptations for work placements can be found in this section of the qualification adaptation addendum.</p>
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	You can find further advice and guidance on the preparation of portfolios of evidence here .	
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