

NCFE Level 1 Certificate in Business Administration (601/3963/8)

Adaptation addendum

Qualification title(s)	NCFE Level 1 Certificate in Business Administration
Qualification reference number(s)	601/3963/8
Summary of changes	V1.0 - 22.02.21 The new version number is to reflect 2021 updated template layout to include further information on alternative arrangements for awarding in 2020/21. Previous version title 'AT 60139663 BA V2'
Qualification Purpose	This qualification aims to: <ul style="list-style-type: none"> • provide learners with the introductory knowledge and skills they need to operate as a successful business administrator • confirm competence of those already fulfilling an entry-level business administration role • allow learners to develop skills in a range of areas relevant to business administration roles, such as communication, presentation skills and providing administrative support.

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: knowledge learning outcomes	All relevant qualification content must still be delivered and assessment criteria met. Internal assessment should continue remotely, where relevant, for all students where possible.	Internal assessment should continue remotely, where relevant, for all students where possible. Where internal assessment continues, all previously communicated adaptations still apply.

	<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 enable most students to continue to mitigate the ongoing Covid related risks.</p>	<p>This qualification is in scope for alternative arrangements and if required can be awarded via an assessed grade from the centre. The minimum evidence threshold requirements are outlined in our Approach to Alternative Awarding Arrangements 2020/21.</p>
<p>Competence based learning outcomes:</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 	<p>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 each 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 this adaptation addendum.</p> <p>Further guidance on permitted adaptations for work placements can be found in this section of the qualification adaptation addendum.</p> <p>Simulation can be used in place of actual work activity for all units.</p>

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	<ul style="list-style-type: none">• 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>You can find further advice and guidance on the preparation of portfolios of evidence here.</p> <p>We will also continue to offer remote EQA reviews and further guidance on how to prepare for this can be found here.</p>	<p>No further alternative awarding arrangements can be applied to units where assessment in the workplace is required, and they are not in scope for any form of assessed grade from a centre, therefore where they cannot be completed a delay may be required.</p>
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