



Business & Computing Examinations (BCE)

LONDON (UK)

List of BCE Procedures and Other Documents

Document No.	Title	Description
BCE Procedures		
Performance Management		
D001	Job Descriptions	Written statements for duties, responsibilities and roles for BCE personnel
D002	Code of Practice	The recognition that the quality of BCE assessment, together with the integrity of candidates' results, is dependent on a partnership between the BCE and Centres.
D003	Quality Dimension	Statements and actions used to improve BCE internal business systems and processes.
D004	Accountability Framework	Comprehensive tools used to capture the essential information for BCE, Centres and stakeholder bodies
D005	Rationale Behind Quality Management	Statements regarding the minimum standards or requirements that are necessary to support and enhance quality.
D006a	Accreditation Handbook Framework	Handbook for BCE Centres which outline BCE awards, centre approval process, Centre supervision and enforcement assessment information, quality assurance and standards, exam regulations, information on how to navigate BCE website, policies, important centre assessment and management forms.
D006b	BCE Operational Approach to Centre Accreditation	Document used during Centre Induction training which outlines the process BCE grants Centre approval to operate or engage in BCE qualifications. Induction training is established to ensure that Centres meet minimum standards to protect learners and the public at large. Accreditation standards are regarded as optimal and achievable, designed to encourage continuous improvement efforts; a process by which BCE evaluates and recognises institutions as meeting pre-determined requirements or criteria after receiving additional training and demonstrate competence beyond the minimum requirements.
D007a	Management Handbook Framework	BCE internal document which outlines Mission and Vision statements, strategic plan, corporate governance, code of practice BCE policy framework and operational management.
D007b	BCE Office Procedures	Document which provides a standard working tool outlining routine daily management and technical activities. It highlights requirements and document format used by administration personnel in their work environment to help maximum operational efficiency.
D008	Efficiency & Effectiveness	Document outlining how efficiency and effectiveness can both improve speed, on-time delivery, and various other process baselines.
D009a	Policy Plan	While the exact meaning of "planning" may vary depending on context and circumstances, BCE Planning Policy serves as a think tank undertaking broad analytical functional issues, identifying gaps in policies and initiating policy planning and formulating to fill these gaps. Planning Policy also serves as "second opinion" on BCE policy matters, providing recommendations and courses of action.
D009b	Policy Review Plan	Document specifying BCE policies issued and implemented, those to be reviewed or under development.
D009c	Capital Adequacy Plan	A document which helps BCE plan for sufficient capital to protect from balance sheet risks. Stakeholder bodies need to have

		confidence in BCE stability; hence it is essential for us to have good planning to help maintain adequate capital to cover credit and market risks.
D010a	Marketing Plan / Marketing Strategy	Document which details future business plans, customers, plans to enter the market, business strengths, weaknesses, opportunities and threats; market position, competitors and marketing schedule and responsibility highlights.
D010b	Financial Plan	Document which consists of a 12-month profit and loss projection to constitute a reasonable estimate of BCE's financial future which will improve the insight into the inner financial workings of the organisation.
D010c	Audit Plan	Document which sets out the areas of focus for the financial audit and proposed performance audit programmes, demonstrating how the delivery of BCE full audit mandate is coordinated and integrated.
D011a	Information Technology (IT) Strategy	Document that provides an overview of BCE's current and future Information Technology Strategy. It summarises the current state, the vision, and the roadmap for all of our major technology categories in IT Services, rationale, and experiences.
D011b	Information System Evaluation	Document which examines criteria for what characterises a good information system to provide a collected framework for measuring and comparing BCE information systems.
D012	BCE Governance Constitution	Document which outlines how BCE Board of Advisors operate, the procedures that are followed; including how decisions are made; for efficiency, transparency and accountability purposes.
D013a	Internal Operations / Processes	BCE management needs to identify operational indicators and activities that can help them determine the overall health of the processes.
D013b	Procurement Process	Document which outlines the process of buying goods or services from external suppliers.
D014	BCE General Condition of Recognition Checklist	The Conditions of Recognition specify the requirements BCE needs to fulfil in order to comply with Recognition regulatory requirements.