



**Business & Computing Examinations (BCE)**  
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### BCE Centre Annual Report

<b>Centre Name:</b>	
<b>Centre Head:</b>	
<b>Date:</b>	

#### 1. Centre Indicators

Kindly list the top 5 or more current BCE Qualifications you are running and identify if they meet the following:

Qualification Title Units(Subjects)	Intended Learning Outcomes emphasis on learning objective	Assessment criteria are clear and learners can perform and apply the knowledge and skills	Summative Assessment conformity to curriculum

[You can use a separate sheet]

*Applied focus in curriculum help learners with a practical technological edge that enables them to create useful systems to provide solutions. Describe your centre instructional strategies in terms of:*

<b>Instructional Strategy</b>	<b>Description</b>
Strategies that use technology	
Strategies that develop applied skills	
Strategies that foster the development of individual and group skills	
Strategies that foster the development or research skills and critical thinking	
Strategies that foster problem-solving skills	

*Describe how you meet the following curriculum development requirements:*

<b>Curricula development requirement</b>	<b>Description</b>
Learning Outcomes and Assessment criteria implementation	
Employability skills	
Contextual learning	
Interpersonal skills	
Career Development	

**2. Centre Capacity for Quality (highlight any significant developments)**

Briefly describe the physical facilities and equipment	
Describe library or learning resources	
Describe Centre's learner retainer methods	
Describe your Centre career opportunities, connections with employers	
What are your plans to maintain quality?	
Describe any shifting trends in learner recruitment	

### 3. BCE Learner Study Handbooks

[Kindly complete for at least 5 top qualifications you offer]

Level 3 and 4 Certificate/Level 5 Diploma/Level 6 Diploma in .....

Unit(s): .....

(i) What other information should be to added/removed

Additions		Deletions	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	

(ii) Are the Learner Study Manuals meaningful

Yes because:	No because:
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(iii) Manual Exercises/Tasks

a. Too simple	b. Just perfect	c. Too complicated	d. Reflect assessment
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(iv) Does the assessment criteria conform to the Learner Study Manual?

Yes because:	No because:
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(v) Please feel free to add any comments in relation to Learner Study Manual

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**4. Centre Annual Review Action Plans**

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**5. Centre Financial Viability**

*Provide sufficient information how financial viable the Centre is:*

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