



Business & Computing Examinations (BCE)

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BCE Board of Advisors' Self Assessment

Corporate Governance and Oversight by the Board of Advisors

1. **Objectives and Strategy**
2. **BCE Policies and Procedures**
3. **Selecting and Retaining Competent Staff**
4. **BCE Qualifications**
5. **Financial Management**
6. **Performance of Board of Advisors**
7. **Annual Programme Review**
8. **General Assessment**

Name:	
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1. Objectives and Strategy

BCE Strategic Planning is the CEO's responsibility, however, this is reviewed periodically because changes in the environment may present new opportunities or challenges. It is the responsibility of BCE Executive Management, headed by the CEO to understand the risks presented by its objectives and strategies.

Are you satisfied that:

		Not satisfied	Satisfied	Not sure	Not applicable
1.1	BCE has an overall strategy and clear, realistic objective(s)?				
1.2	Management informs the board before implementing new major policies, engaging in new activities, or offering new services?				
1.3	Management carefully assesses risks and calculates the effect of those risks prior to engaging in any activity or offering any new service?				
1.4	The strategic plan is fit for purpose?				
1.5	BCE has an adequate system of identifying and managing risks to ensure that risks are appropriate for the expertise, skills, and abilities of management and appropriate for the size and complexity of the organisation?				
1.6	BCE adheres to strategic and performance objectives?				
1.7	The risk log is efficient?				
1.8	The contingency management log is efficient?				
1.9	BCE deals with complaints efficiently?				

Are there any areas related to BCE's Strategic Planning Process that you as Advisory Board Member need to discuss?

2. BCE Policies and Procedures

BCE policy framework hierarchy is

- Legislation/Regulatory requirements
- Policies
- Procedures
- Forms

Legislation: Legislation or internal influences can affect policy.

Policy: Regulates, directs and controls action and conduct.

Procedure: Tell users how to, and who will, implement the policy. Procedures define the detailed steps for carrying out tasks.

Forms: Define the detailed steps for carrying out tasks within a legislation, policy, procedure, or to define a rule that is specific to an organisational area.

Are you satisfied that BCE policies and procedures:

		Not satisfied	Satisfied	Not sure	Not applicable
2.1	Provide for control, identification and implementation methods?				
2.2	Communicates the purpose and scope?				
2.3	Clearly identifies functional responsibilities as to who does what?				
2.4	Provide key definitions and active voice constructive to reduce task confusion?				
2.5	Conform to Plan, Do, Check, Act (PDCA) procedure structure?				
2.6	Have references to related documents to improve usability and detailed list of revisions to track/edit history?				
2.7	List applicable laws or regulations to communicate compliance?				
2.8	Include (where necessary) forms to capture vital records needed for compliance, quality, or accountability?				

Are there any areas related to BCE's policy framework that you as Advisory Board Member need to discuss?

3. Selecting and Retaining Competent Staff

The CEO is responsible for the selection and retention of management who will follow BCE strategies, objectives, policies and procedures. BCE cannot fulfil its mandate without the help of skilled and trustworthy staff management team. The CEO should stay keenly aware of management's activities.

Are you satisfied that:

		Not satisfied	Satisfied	Not sure	Not applicable
3.1	The Board has clearly been communicated staff's roles, duties and responsibilities?				
3.2	The CEO assesses staff's performance in a system and fair way on a regular basis?				
3.3	The CEO's process for determining management remuneration is objective, adequate and ties performance to compensation?				
3.4	The Performance Management Programme is adequate?				
3.5	BCE has a management succession plan?				

Are there any areas related to the CEO's selection, support and review of staff's performance that you as Advisory Board Member need to discuss?

4. BCE Qualifications

As customers become more sophisticated, better informed and their expectations grow, the only way BCE can survive and prosper is by offering a commitment to quality.

Are you satisfied:

		Not satisfied	Satisfied	Not sure	Not applicable
4.1	With the degree to which BCE qualifications meet relevant standards and reflect the required/stated levels?				
4.2	With the dependability or life-expectancy of BCE Qualifications?				
4.3	With the degree to which physical characteristics or layout of the qualification is appealing to the customer?				
4.4	With the degree to which qualifications are unique from other similar Awarding bodies?				
4.5	With the degree to which the qualifications meet the needs of industry requirements?				
4.6	With BCE's understanding of Centre's needs (e.g. learning individualised requirements and meeting them)?				

Are there any areas related to the BCE Qualifications that you as Advisory Board Member need to discuss?

5. Financial Management

The Chief Executive Officer has a responsibility to establish and maintain an appropriate Financial Management system in accordance with BCE policies and procedures. The CEO should also establish budget guidelines, approve an annual operating budget, and monitor adherence to the budget throughout the year. Financial Management systems are designed to provide reasonable assurance to the responsibilities of Chief Executive Officer / Oversight Board of Advisors in relation to the:

- effectiveness and efficiency of operations;
- reliability of management, financial and taxation reporting;
- appropriate management and control of risk; and
- compliance with applicable legislation, subordinate legislation and other financial management policies of the UK Government.

Are you satisfied that:

		Not satisfied	Satisfied	Not sure	Not applicable
5.1	Executive Management reviews operating results, compliance performance and performance of new and existing activities or services?				
5.2	BCE assets are used efficiently?				
5.3	BCE staff act in the best interest of the organisation and in accordance with business rules?				
5.4	BCE reports are accurate, timely, and transparent?				
5.5	Financial analysis measurements are implemented?				
5.6	The credit control system is efficient?				
5.7	Budget and business plans are efficient?				
5.8	The internal control system is efficient?				
5.9	BCE Action Plans are accurate, timely and transparent?				
5.10	The CEO has a business plan that documents major financial policies?				
5.11	The CEO has adopted a budget that is realistic and allows for secure transactions?				
5.12	The CEO has appropriate controls over financial reporting?				
5.13	The Board has access to information on economic issues that may affect BCE's performance?				

Are there any areas related to BCE's Financial Management system that you as Advisory Board Member need to discuss?

6. Performance of Board of Advisors

The Board of Advisors carry out their work in meetings. To make a Board Meeting productive, Board of Advisors need to receive and review agendas and background materials before the Board Meeting. Effective Board Meeting use agendas that focus on important issues, allow discussion and culminate in action.

Are you satisfied that:

		Not satisfied	Satisfied	Not sure	Not applicable
6.1	The Board is the correct size and composition?				
6.2	The Board has the right mix of experiences, skills backgrounds, and other characteristics?				
6.3	The Board has a suitable committee structure, consistent with the organisation's size and operational complexity?				
6.4	Board Members prepare in advance and attend a majority of all board meetings?				
6.5	Board Members receive a complete and consistent board information package far enough in advance of meetings to be prepared?				
6.6	Board Members have adequate opportunities to discuss issues and ask questions?				
6.7	Board Members are each comfortable discussing controversial issues and asking difficult questions?				
6.8	Board Members are proactive and independent?				
6.9	BCE consultants on Qualification Design, Exam Assessment and Quality control are independent and can operate without the influence of senior management?				
6.10	All BCE functional roles and activities are transparent?				
6.11	The Board of Advisors are updated on reviews, needs and recommendations highlighted in assessment and regulation evaluation reports?				
6.12	The Board discusses key issues with management both in and out of board meetings where necessary?				
6.13	BCE has an independent audit function (even if part time) that can report to the board if asked?				

Are there any areas related to the Board organisation that you as Advisory Board Member need to discuss?

7. Annual Programme Review

A major CEO responsibility is the ongoing review of BCE performance.

The purpose of Annual Programme Review is to identify and evaluate:

- good practice
- actions and enhancement for the coming year

The Board help accomplish this review primarily through management reports submitted to it.

Are you satisfied:

		Not satisfied	Satisfied	Not sure	Not applicable
7.1	That the CEO periodically conducts a self-assessment to determine where weaknesses exist and make changes as necessary?				
7.2	With Centre performance (learner numbers, pass rates and participation rates)?				
7.3	With the reported incidents of malpractice and maladministration?				
7.4	With feedback from Centres on BCE service levels?				
7.5	With issues arising from BCE complaints management process?				
7.6	With the withdrawal or introduction of new qualifications/units?				
7.7	With Centre Approval Process?				
7.8	With BCE's Qfqual regulatory compliance conditions?				
7.9	With the BCE qualifications and assessment management evaluations and review process?				

Are there any areas related to BCE's Annual Review process that you as Advisory Board Member need to discuss?

8. General Assessment

1. Do you think as Board Member, you need training regarding any aspect of your responsibility? (Please specify)

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2. What issues should occupy the board's time and attention during this year's meetings?

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3. How can the board's organisation or performance be improved during the year?

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4. What other comments or suggestions would you like to discuss related to the Board's performance?

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Signature:

Date: