

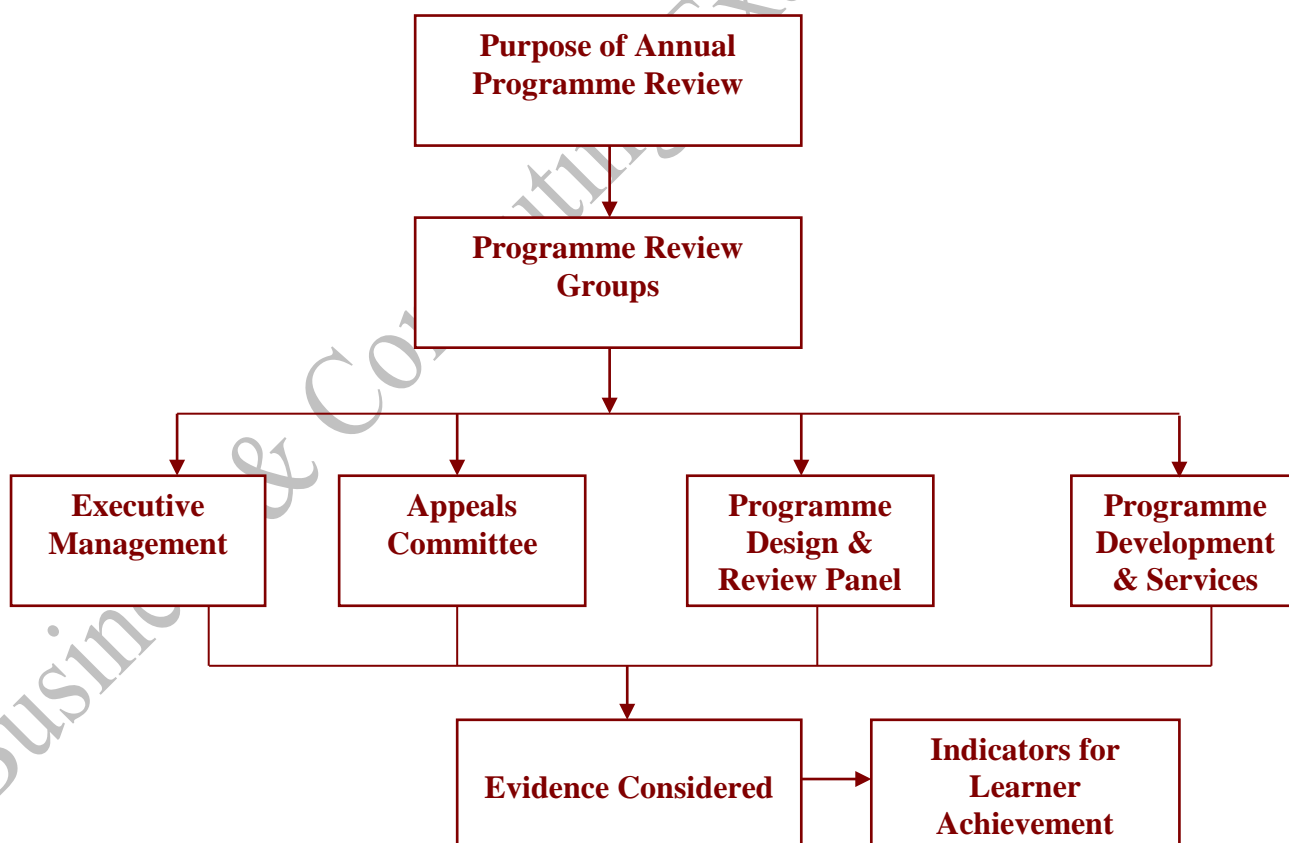


Business & Computing Examinations (BCE) LONDON (UK)

Annual Programme Review Policy

Policy No.:	P025
Date of issue:	April 2012, revised September 2020
Status:	Approved
Responsibility for policy:	CEO
Responsibility for implementation:	CEO / Programme Development Manager

Annual Programme Review Framework



The purpose of Annual Programme Review is:

To evaluate:

- BCE Qualifications profile
- the achievement of standards by Centres through learners progression, achievement and retention statistics
- the employment outcomes
- potential opportunities for BCE Qualification Holders (Employability Skills)
- the currency of qualifications in light of developing knowledge and practice in the disciplines through Chief Examination Officer/External Verifier comments, Centre reviews, learner and stakeholder comments.
- Centre and learner feedback on (BCE Student Manual, Qualifications and Centre Annual Reports)
- the accuracy of information provided to learners by Centres
- pending recommendation from the previous Annual Programme Review

To identify:

- good practice
- actions, activities and improvements for the coming year

Programme Review Groups

The Programme Review Group comprises of:

- Executive Management
- Appeals Committee (if needed)
- Programme Design & Review Panel
- Programme Development & Services

Evidence to be considered

The following evidence should be considered:

- BCE website improvements/shortfalls
- BCE Programme Specifications (plans for the withdrawal of and the introduction of qualifications)
- Any reported incidents of malpractice and maladministration
- New Centre Approvals
- Unit Review Reports
- Examiner(s') Reports
- Minutes of Boards of Advisors
- Key statistical data, e.g. candidate achievement and progression data over the previous year
- Quality Assurance/Control audit feedback
- BCE Calendar
- Centre feedback on BCE service levels
- Centre resource requirements
- On-going regulatory compliance requirements
- Centre risk rating
- Issues arising from the BCE complaints management process
- Action Plans

BCE Indicators for Learner Achievement

How do we know if centre learners are learning?

BCE uses multiple assessments for candidate learning. The various sources of evidence used are:

- Centre formative assessments
- BCE summative assessments

BCE also request Centres to email learner registers each month. This enable us to assess learner attendance and also ensure minimum qualification duration are enforced.

Indirect evidence include:

- Reports from Centres
- Centre responses to queries raised by BCE
- Centre communication times with BCE
- Centre responses to BCE requirements

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