

Business & Administration NVQ Proxies January 2006

Contents

Introduction	1
Qualification Numbers	3
Proxy Qualifications	3
Frequently Asked Questions	4

Introduction

This proxy list has been developed with the following Business & Administration NVQ Awarding Bodies: City and Guilds and OCR.

What is a proxy qualification and how is it used?

A proxy qualification is a qualification that can be used 'instead of' another qualification simply because it covers the same learning objectives.

Proxy qualifications are used to promote flexibility within learning and to take into account accredited prior learning (APL). The CfA use proxy qualifications within NVQs instead of the traditional NVQ assessment methods.

The benefits of proxy qualifications are that they provide added value to the candidate in having more flexibility within their learning. The employer appreciates that the candidate will not have to re-learn certain topics and the provider can reduce their training accordingly.

How do I contact my Awarding Body for more information?

The contact details for all Business & Administration NVQ Awarding Bodies are:

City & Guilds

1 Giltspur Street, London, EC1A 9DD

Tel: 020 7294 2800

www.city-and-guilds.co.uk

Edexcel

190 High Holborn, London, WC1V 7BH

Tel: 0870 240 9800

www.edexcel.org.uk

EDI

International House, Siskin Parkway East, Middlemarch Business Park, Coventry, CV3 4PE

Tel: 02476 516500

www.ediplc.com

OCR

Progress House, Westwood Way, Coventry, CV4 8HS

Tel: 01203 421944

www.ocr.org.uk

IMI

Fanshaws, Brickendon, Hertford, SG13 8PQ

Tel: 01992 511521

www.motor.org.uk

EAL

Semta House, 14 Upton Road, Watford, Herts, WD18 0JT

Tel: 01923 652400

www.eal.org.uk

Qualification Numbers

What are the qualification numbers for the NVQs at Level 2 and 3?

Business & Administration NVQ at Level 2	Qualification Number Level 2	Qualification Number Level 3
City and Guilds	100/5217/3	100/5218/5
EAL	100/5667/1	100/5852/7
Edexcel	100/5193/4	100/5194/6
Goal/EDI	100/5309/8	100/5311/6
IMI	100/5618/X	100/5619/1
OCR	100/5198/3	100/5199/5

Proxy Qualifications

City & Guilds NVQ

CfA NVQ Unit	Topic	City & Guilds Qualification	Required Units as proxies
Unit 203	Manage customer relations	Level 2 Certificate in Customer Service	Unit 1
Unit 221	Prepare text from notes	Typewriting (Advanced)	All
Unit 222	Prepare text from shorthand	Shorthand Speed	All
Unit 223	Prepare text from recorded audio instructions	Audio Transcription (Intermediate)	All
Unit 305	Manage and evaluate customer relations	Level 3 Certificate in Customer Service	Unit 2
Unit 323	Prepare text from shorthand	Shorthand Speed	All
Unit 324	Prepare text from recorded audio instructions	Audio Transcription (Intermediate)	All

OCR NVQ

CfA NVQ Unit	Topic	OCR Qualification	Required Units as proxies
Unit 203	Manage customer relations	Level 2 Certificate in Customer Service	Unit 1
Unit 207	Process customers financial transactions	Level 2 Certificate in Accounting	Unit 1
Unit 222	Prepare text from shorthand	Level 2 Certificate in Text Processing	Unit 10
Unit 224	Produce documents	Level 2 Certificate in Text Processing	Unit 1
Unit 305	Manage and evaluate customer relations	Level 3 Certificate in Customer Service	Unit 1
Unit 307	Complete year end procedures	Level 3 Certificate in Accounting	Unit 4
Unit 323	Prepare text from shorthand	Level 3 Certificate in Text Processing	Unit 5

Frequently Asked Questions

How many proxies can be used within an NVQ?

You may submit ONE proxy NVQ unit within a Level 1 qualification; TWO proxy NVQ units within a Level 2 qualification and THREE proxy NVQ units within a Level 3 or Level 4 qualification. This is to ensure that there are optional units available with which to assess the core units.

Are proxies interchangeable between Awarding Bodies?

We are working with all Business & Administration Awarding Bodies to ensure that in the future, all proxy qualifications are accepted regardless of the Awarding Body. However, at this current time, a candidate would not be able to use a City & Guilds qualification (for example) as a proxy towards an OCR NVQ unit.

What are the IT proxy qualifications?

The Business & Administration NVQ Units include several IT units that have been imported from E-Skills. Because they are imported units, proxy qualifications for these units cannot be accepted. The E-Skills Assessment Strategy states that when ITQ units are imported by other sectors, the mandatory unit is not assessed and hence proxy qualifications cannot be used.

The CfA are working with E-Skills to determine how proxy qualifications could be accepted for future IT NVQ units within the Business & Administration NVQ.

I have identified a proxy qualification, what is the next step?

If you have identified a proxy qualification, you must notify your external verifier (EV) with your relevant NVQ Awarding Body during the initial assessment or induction process.

How current is this information?

As of January 2006, EDI, IMI and Edexcel have not submitted proxy qualifications for the Business & Administration NVQ.

This document will be updated when additional proxy qualifications have been agreed.