

CfA Specialist Business & Administration Standards

Consultation Feedback Form

Draft Specialist Health Administration Standards

Unit 334 Provide administrative support in schools

1 November to 31 December 2006

The CfA would like to gain the benefit of your expertise and welcomes your participation in the pilot. The aim of this consultation is to test whether Unit 334 is fit for purpose and questions in the feedback form focus on the standard design; language; content and assessment of the draft standard.

The CfA would also like your feedback on the draft guidance document. If you have any comments, please include these in the feedback form.

Please the download drafts from our website (www.cfa.uk.com), complete the questionnaire below, and return the feedback form to **Rita-Sue Meintjes** by **31 December 2006**. (Email: rita-sue.meintjes@cfa.uk.com or fax: 0207 091 7340)

We look forward to receiving your views and thank you in advance for your support. Please note all information will be regarded as confidential.

Name		Occupation	
Organisation			
Address			
Town		Postcode	
Email		Telephone	

Section A:

A1	Please indicate on which draft standard you be providing the CfA with comments:	✓	
		YES	NO

A1	Do administrators apply the following skills in their daily activities?	✓	
		YES	NO
	Managing time		
	Managing conflict		
	Team working		
	Communication		
	Negotiating		
	Organising		

Writing		
Planning		
Prioritising		
Analysing		
Evaluating		
Problem solving		
Numeracy		
Literacy		
Using Technology		

A2	Do administrators apply any additional skills in their daily activities than those listed above?	✓	
		YES	NO
If yes, please specify:			

A3	Please comment on the performance indicators listed in the unit.
Please specify, if any, what performance indicators you would like to add:	
Please specify, if any, what performance indicators you would like to remove:	
Additional comments?	

A4	Please comment on the knowledge contained in the unit.
Is there any knowledge missing from the unit?	
Is the unit pitched at the right level?	
Additional comments?	

A5	Please comment on the format of the unit	✓	
		YES	NO
Does the format make the unit easy to understand?			
If no, please specify:			
Does the unit contain too much information?			

If yes, please specify:		
Does the unit make use of the correct language?		
If no, please specify:		

Section B:

B1	Please comment on the draft guidance for unit 334.	✓	
		YES	NO
	Is the draft guidance useful?		
	If yes, please specify:		
	Would you make any changes to the draft guidance?		
	If yes, please specify:		
	Do you any additional comments?		
	If yes, please specify:		

Section C:

C1	You and your organisation	✓	
		YES	NO
	Do you see a use for this work to improve employees' skills within your own organisation?		
	Would you use this work to set a benchmark for these skills within your organisation?		
	As a result of this consultation, would you like to be updated as to the progress of this work?		