



## OCR Higher Apprenticeship in Professional Services Suite

### Frequently Asked Questions – January 2014

<b>Introduction</b>	
Who are these qualifications designed for?	These qualifications have been developed with leading employers in the Professional Services sector. They are designed for people who desire to develop a career in the Professional Services and offer an alternative entry route to the professions allowing people to learn on the job and gain a respected qualification.
What pathways are currently available?	The Higher Apprenticeship in Professional Services includes distinct pathways for each of the audit, taxation, management consulting and business accounting occupations.
What level are the qualifications?	Qualifications are available at level 4 and level 7 of the Qualifications and Credit Framework (QCF). Level 4 is roughly equivalent to first year degree/HNC level.
Are these qualifications funded?	These qualifications form part of Higher Apprenticeship Frameworks and therefore are fundable. If you have any queries regarding funding for this qualification please contact OCR by email at <a href="mailto:funding@ocr.org.uk">funding@ocr.org.uk</a> .
<b>Assessment and Moderation</b>	
How do I get centre approval to offer these qualifications?	Download and complete the Vocational Centre Approval Form on the OCR website and return it. Alternatively contact the OCR Customer Contact Centre on 02476 851509.
What is the assessment model for these qualifications?	At level 4 OCR offers competence qualifications and knowledge qualifications as part of the full framework. The knowledge qualifications are assessed through examination (sometimes through a third party). There is a slightly different structure at level 7 and OCR offers the competence qualifications only. All of the competence qualifications are assessed by visiting moderation.

How are competence qualifications assessed?	Learners put together a portfolio which meets all of the assessment criteria. This portfolio is internally assessed and then moderated by an OCR Visiting Standards Moderator at a visit. Providing the Visiting Standards Moderator agrees with the centre's assessment then certificates will be issued by OCR for all achieved units and qualifications.
How is the standards moderation visit arranged?	Once you register candidates for any of the qualifications within the Professional Services suite, OCR will allocate you a Visiting Standards Moderator. You will receive a letter confirming their details and the Visiting Standards Moderator will contact you to arrange an initial visit.
How many times will my Visiting Standards Moderator visit?	As a centre, you are entitled to two free visits per academic year. If you want additional visits, OCR will be happy to arrange this. Additional visits will be charged at the current rate (see the fees list for further details).
How do I know what learners have to do to achieve a unit?	Learners need to meet all of the assessment criteria within the unit specification.
How do I know what evidence a learner needs to produce?	Particular emphasis should be given to the active verb within each Assessment Criteria e.g. <i>explain</i> – learners would need to give an explanation or if the active verb is <i>analyse</i> learners would need to evidence an analysis. A glossary of command words is available to centres on the web site.
Can learners present the same evidence for more than one unit (holistically)?	Yes but all evidence must be clearly referenced.
Can my Visiting Standards Moderator look at incomplete portfolios?	No, Visiting Standards Moderators can only make judgements on finished and assessed work. However, if you want to clarify an aspect of the standards then they will be able to advise you.
Can I ask for my Visiting Moderator to visit my centre to moderate only one unit?	Yes. But be aware that you are entitled to only two free Visiting Moderator visits per academic year.
My centre is offering more than one qualification from the Professional Services suite. Does this mean I will have lots of different Visiting Standards Moderators?	No, wherever possible OCR will allocate you the same Visiting Standards Moderator. This should mean that all the quality assurance can be completed at one visit.

My Visiting Standards Moderator judged that my candidates' portfolios did not fully meet the required standard at the last moderation visit. How do I get them quality assured again and is there a charge for this?	Once your candidates have made any required amendments and the centre has assessed and quality assured the portfolios, you can arrange for your Visiting Standards Moderator to return and review the portfolios again. Providing this is within one of your two visits per year there is no additional charge for doing this.
Can I use simulation in any of the competence units?	No, the use of simulation is not permitted in any of the competence units. If you have concerns about how you will evidence any of the assessment criteria you should discuss this with your Visiting Standards Moderator at a visit.
Do I have to wait until my learners have completed the full qualification before requesting a moderation visit?	No, in order for a visit to go ahead at least one unit must be completed. We would recommend that you have a visit once some units have been completed – this will allow your Visiting Standards Moderator to confirm that there are no problems.
Can evidence be completed electronically eg eportfolio etc?	Yes and in many cases this may be the best way to record evidence. Your Visiting Standards Moderator will need to be able to access eportfolios when they visit, and the work must be clearly referenced.
Which evidence recording forms must I use in a learner's portfolio?	All portfolios must contain an Evidence Record Sheet (RD10). If witness statements are used centres must record these using form RD08. We have provided other forms on our website which you may find helpful however, these are optional.
<b>Knowledge qualifications</b>	
Where these qualifications are assessed through a third party how does this work?	Learners will need to be registered with the third party directly (ie ICAEW, ATT or CIMA) and sit their exams with these organisations. Once these all have been completed, learners will be able to claim the qualification certificate, which will be issued by OCR. For further details please see the Centre Handbook.
I have candidates completing the Certificate in Management Consulting. How is this assessed?	Like all the level 4 qualifications in the suite, there are two qualifications. The Diploma in Management Consulting (the competence qualification) is assessed through visiting moderation. The Certificate in Management Consulting is assessed through an OCR-set and marked examination.
When are the exams for Certificate in Management Consulting available?	There are two test sessions per year – January and June. Each exam is sat on a specified day, at a specified time. The timetable is published in the Admin Guide for Vocational Qualifications.

<p>Where can I find examples of the tests for Certificate in Management Consulting?</p>	<p>Sample papers and any past papers that have been released, together with mark schemes are on the web site under past papers or assessment materials.</p>
<p>My candidates have recently sat exams for Certificate in Management Consulting. How long will it be before I receive the results for them?</p>	<p>These exams are marked by examiners and the pass mark is ratified before OCR publishes the results. The dates for dispatch of results are all given in the Admin Guide for Vocational Qualifications.</p>