**LEARNER SUMMATIVE ASSESSMENT GUIDE AND PoE**

**67465 National Certificate:**

**Business Administration Services**

**Level 3**

**Module 5 Administration Skills**

Unit Standard 13937 Level 3 Credits 2

Monitor and control office supplies

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## Contact Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit Standard:** |  | | | | | | | |
| **Course:** | Business Administration Level 3 Business Administration 1 to 6 | | | | | | | |
| Assessor Details | | | | | | | | |
| **Name** |  | | | | | | | |
| **Branch** |  | | **Registration No:** | | | | |  |
| **Contact Details** | **email:** |  | | | | | | |
| **Phone:** |  | **Fax:** | |  | | | |
| Moderator Details | | | | | | | | |
| **Name** |  | | | | | | | |
| **Branch** |  | | | | | | | |
| **Contact Details** | **email:** |  | **Registration No:** | | | |  | |
| **Phone:** |  | **Fax:** | |  | | | |
| Candidate Details | | | | | | | | |
| **Surname** |  | | | **Name** | |  | | |
| **College** |  | | | **ID No** | |  | | |
| **Branch** |  | | | | | | | |
| **Contact Details** | **Email:** |  | | | | | | |
| **Phone:** |  | | **Fax:** |  | | | |

## 

## Competence

Congratulations on completing the programs. We sincerely hope you enjoyed the programme and that the learning experience was enriching. The fact that you have attended training, however, is not sufficient evidence of your competence for us to award you a certificate and the credits attached to this programme. You are required to undergo assessment in order to prove your competence to achieve credits leading to a national qualification.

#### Being Declared Competent Entails:

Competence is the ability to perform whole work roles, to the standards expected in employmentThere are three levels of competence:

* **Foundational competence**: an understanding of what you do and why
* **Practical competence**: the ability to perform a set of tasks in an authentic context
* **Reflexive competence**: the ability to adapt to changed circumstances appropriately and responsibly, and to explain the reason behind the action

To receive a certificate of competence and be awarded credits, you are required to provide evidence of your competence by compiling a portfolio of evidence, which will be assessed by a SETA accredited assessor.

#### You Have to Submit a Portfolio of Evidence

A portfolio of evidence is a structured collection of evidence that reflects your efforts, progress and achievement in a specific learning area, and demonstrates your competence.

#### The Assessment of Your Competence

Assessment of competence is a process of making judgments about an individual's competence through matching evidence collected to the appropriate national standards. The evidence in your portfolio should closely reflect the outcomes and assessment criteria of the unit standards of the learning programme for which you are being assessed. To determine a candidate’s knowledge and ability to apply the skills before and during the learning programme, formative assessments are done to determine the learner’s progress towards full competence. This normally guides the learner towards a successful summative (final) assessment to which the assessor and the candidate only agree when they both feel the candidate is ready.

Should it happen that a candidate is deemed not yet competent upon a summative assessment, that candidate will be allowed to be re-assessed. The candidate can, however, only be allowed two reassessments. When learners have to undergo re-assessment, the following conditions will apply:

* Specific feedback will be given so that candidates can concentrate on only those areas in which they were assessed as not yet competent
* Re-assessment will take place in the same situation or context and under the same conditions as the original assessment
* Only the specific outcomes that were not achieved will be re-assessed

Candidates who are repeatedly unsuccessful will be given guidance on other possible and more suitable learning avenues. In order for your assessor to assess your competence, your portfolio should provide evidence of both your knowledge and skills, and of how you applied your knowledge and skills in a variety of contexts. This Candidate’s Assessment Portfolio directs you in the activities that need to be completed so that your competence can be assessed and so that you can be awarded the credits attached to the programme.

#### Appeals & Disputes

The candidate has the right to appeal against assessment decision or practice they regard as unfair. An Appeals and Disputes procedure is in place and communicated to all assessment candidates in order for them to appeal on the basis of:

* Unfair assessment -Invalid assessment -Unreliable assessment-Unethical practices
* Inadequate expertise and experience of the assessor

Appeals have to be lodged in writing (Candidate Appeal Form) & submitted to Training provider internal moderator within 48 hours, following the assessment in question. The moderator will consider the appeal & make a decision regarding the granting of a re-assessment. The learner will be informed about the appeal-outcome within 3 days of lodging the appeal. Should the learner not be satisfied with the internal appeal outcome, the learner will be advised of the rights to refer the matter to the SETA ETQA.

ZXXXer

## Assessment Process Flow

**Assessment Activities conducted per the Assessment Plan**

**Assessment Plan agreed by candidate & completed by the assessors before the actual assessment**

**CANDIDATE**

**Detailed Assessor Report compiled & forwarded for Moderation**

**ASSESSMENT**

**Assessment Guide submitted to Training provider as per Assessment Plan**

**Feedback Report Completed by Assessor & individual feedback given to candidate**

**Appeal form completed by the candidate in event of dispute**

**Record of Learning Updated**

**Assessment Results Moderated**

**Action Plan completed by Assessor**

**All records & evidence filed**

**SETA**

**Completed Assessor report/Moderator report/Record of Learning forwarded to SETA**

**Approval and Certification obtained from SETA**

**SETA to register on National Learner Database**

**Certificate of Competencies issued to successful candidates**

# ASSESSMENT STRATEGY

Exit level outcomes: Function in a team and overall business environment and Set personal goals

These assessment exercises will cover the unit standards for exit level outcomes **Function in a team and overall business environment and Set personal goals** in order to achieve a competency certificate. The purpose of the assessment process is to gather enough evidence to prove that the exit level outcomes were achieved. Competency will be assessed through a knowledge questionnaire as well as workplace activities and assignments recorded in POE. Assessment evidence should be sufficient to prove that the candidate is capable in all required tasks set by the unit standards and a competency judgement will be made regarding the exit level outcome. Principles of fairness, validity, practicability, reliability and consistency will be adhered to throughout.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | National Certificate: Business Administration Services Module 5 | | **Unit Standard Codes** | | 13937 |
| **Level** | Level 3 | | Credits | | 2 |
| **Purpose of Assessment** | The purpose of this assessment is to achieve the first step into applying the acquired skills and knowledge in the workplace | | | | |
| **Assessment Procedures** | * An integrated assessment approach will be followed to allow for practical and theoretical components. The entails the assessment of a number of unit standards, outcomes and criteria together in one assessment activity * Candidates are not only assessed against specific outcomes, but also on critical outcomes, attitudes and values * A summative competence judgment will be made on the basis of all assessment evidence produced, that proves that the candidate can be consistently judged as competent against the outcomes of the unit standards and the qualification as a whole. * Candidates take responsibility for their own assessment and should notify the assessor when they are ready for assessment * Candidates will receive feedback after the summative assessment, which will be discussed after all assessments have been completed * All assessments will be reviewed to ensure that assessment practices are valid, fair, transparent, consistent and current * An Internal/External moderator will moderate assessment practices * The SETA will also conduct external moderation | | | | |
| **Context of Assessment** | Assessment Method | Assessment Conditions | | Who will conduct assessment | Assessment results and feedback |
| * Questionnaires * Projects * Research assessments | Input based assessments | | Assessor | Immediate |

## Record Of Learning

National Certificate Business Administration Services

SAQA ID 67465

**Level 4 Credits 120**

**Exit level outcomes: Function in a team and overall business environment and Set personal goals**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name: | | | | ID No |  | |
| Assessor's Name: | | | | Ass. Reg. No |  | |
| Moderator's Name: | | | | Mod. Reg. No |  | |
| Date: | | | |  | | |
| UNIT STANDARD | NQF LEVEL | CREDITS | DATE OF COMPLETION | SIGNATURE OF ASSESSOR | | SIGNATURE OF MODERATOR |
| 13937 | 4 | 5 |  |  | |  |

# UNIT STANDARD 13937

#### Unit Standard Title

Monitor and control office supplies

#### NQF Level 3

#### Credits 2

#### Specific Outcomes

Specific Outcome 1: Monitor office supplies levels

Assessment Criteria

* Office supplies levels are identified and recorded
* Office supply levels are ascertained and compared to required levels
* Records are checked for compliance with organisational requirements
* Remedial action is taken to rectify office supply levels

Specific Outcome 2: Maintain office supplies processes and procedures

Assessment Criteria

* Office supply processes and procedures are monitored and evaluated
* Out-of-line situations are identified and highlighted
* Remedial action is taken to bring office supply processes and procedures back in line.
* Areas for improvement are identified and recommendations are made the authorised individuals

Specific Outcome 3 Monitor and control the distribution of office supplies

Assessment Criteria

* Distribution procedures are identified, set and communicated
* Office supply requests are received and recorded
* Office supplies are distributed within agreed timeframes
* Office supply distribution procedures are followed
* Areas of non-conformance are identified and highlighted

#### Critical Cross-Field Outcomes

* Identify and solve problems with regard to the supply to office supplies and areas of non-conformance
* Work effectively with others in order to ensure a constant supply of office supplies and to maintain office supplies within budgetary constraints
* Collect, analyse, organise and critically evaluate information pertaining to office supplies, stock levels, orders and distribution
* Communicate effectively when monitoring and controlling office supplies and when dealing with individuals who need guidance for their performance
* Understand the world as a set of related systems where poor control of office supplies affect productivity of the organisation and has budget implications. In order to contribute to the full personal development of each learner and the social and economic development of society at large, it must be the intention underlying any programme of learning to make the individual aware of the importance of: reflecting on and exploring a variety of strategies to learn more effectively

## Assessment Preparation

### Preparing The Candidate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Candidate |  | | Date |  |
| Time |  |
| Name of Assessor |  | | Venue |  |
| **How to prepare the candidate** | | **Document Requirements** | **Agree (tick)** | **Action Required** |
| Explain to the candidate why your are meeting and the purpose of the assessment | | NQF Framework Assessment process |  |  |
| Discuss the assessment plan in detail | | Assessment strategy |  |  |
| Explain assessment process, show assessment instruments to candidate and describe assessment conditions | | Assessment instruments |  |  |
| Identify the role-players during assessment | | Assessors  Moderator |  |  |
| Describe the evidence required to be declared competent | | Examples of evidence |  |  |
| Explain how evidence will be judged | |  |  |  |
| Explain to the candidate how to prepare: Give candidate summative task description | | Summative task description |  |  |
| Confirm with the candidate what he/she should bring to the assessment | | Detailed briefing on exact requirements to be given to candidate |  |  |
| Ensure that candidate understands the procedures of all assessment practices | | Appeals procedure  Moderation procedure  Assessment policy |  |  |
| Ask the candidate if he/she foresees any problems or identify any special needs | | List needs |  |  |
| Check with candidate that he/she clearly understands the assessment procedure | |  |  |  |

### Assessor’s declaration:

I hereby declare that I have prepared the candidate for assessment, the candidate was consulted and all stakeholders have been informed and the workplace is prepared to ensure valid and fair assessment.

|  |  |
| --- | --- |
| Assessor Name | Signature |

## Agreed Assessment Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate's Name:** |  | | |
| **Assessor's Name:** |  | | |
| **Unit Standard Title:** | 13937 Monitor and control office supplies | | |
| **Special Assessment Requirements** |  | | |
| Event | **Date, time and location** | Resources required | Evidence to be generated |
| Attend Training |  | Training material, Facilitator | Attendance Register |
| Complete assessments |  | Assessments | Completed Assessments |
| Complete Portfolio of Evidence |  | Portfolio of Evidence guide | Completed Portfolio of Evidence |
| Submit Portfolio of Evidence to Training provider |  |  | Acknowledgement of receipt from Training provider |
| **Assessor roles and responsibility** | | | |
| **Roles** | * Assessor * Guide * Feedback Agent * Reviewer | | |
| **Responsibilities** | * Consult candidate re assessment, assessment process and plan * Agree assessment process and plan with candidate * Forward documentation to candidate: plan, guide and assessment instruments * Assess candidate with the use of different instruments * Provide feedback on assessment findings * Support candidate through assessment process * Source feedback from candidate on assessment process * Review assessment process and outcome * Use assessment process as opportunity to transform assessment activities and outcomes | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Candidate roles and responsibility** | | | | | |
| **Roles** | * Candidate * Feedback agent * Reviewer | | | | |
| **Responsibilities** | * Be available for assessment * Be actively involved in the consultative process * Learn from the assessment process * Provide feedback to the assessor in terms of the assessment as learning activity * Provide feedback to the assessor on the efficacy of the assessment process * Review own role and assessor role in the assessment process | | | | |
| Assessment Instruments | * Portfolio of evidence * Project * Questioning | | | | |
| **Assessment Process** | | | | | |
| **Step** | | | | | **Date** |
| * Evaluation of POE addressing Essential Embedded Knowledge in unit standards * Evaluation of Research Projects and other evidence address specific unit standards * Consultation: assessment plan and assessment activities and instruments. Pre-assessment moderation and interviews conducted at this stage * Observation: feedback on assessment against specific outcomes, critical outcomes and constructs in unit standards * Feedback: to candidate regarding sufficiency of evidence and possible interview to gain supplementary evidence * Feedback to candidate regarding assessment findings as well as review process | | | | |  |
| Feedback | Written feedback to be given to all stakeholders at the end of the assessment process, as well as verbal feedback to the candidate during assessment activities | | | | |
| Recording Process | Process and findings to be recorded and submitted for record keeping purposes as well as moderation and verification | | | | |
| Review Process | The review process is the responsibility of the assessor and the candidate. Joint reviewing will take place after feedback has been given to the candidate | | | | |
| Right to appeal | The candidate must be advised of the right to appeal | | | | |
| **Accessibility and safety of environment** | **Step** | | **Date** | | |
| Site inspection conducted  Pre-assessment moderation conducted | |  | | |
| **Resources Required** | * Assignments * POE * Assessments | | | | |
| I confirm that:   * I have been consulted on and have agreed to the training and assessment process as detailed in the assessment guide * I have been advised of my right to appeal against any assessment that is unfair, unreliable, invalid or impracticable * I have read and understood the appeal procedure * I know that assessments may be moderated or verified by an external party * The purpose of the assessment has been clearly explained to me * The criteria have been discussed with me, and I know I will be assessed against these criteria * I know when and where I will be assessed, and I was given fair notice * I know how the assessment will be done, and any other requirements related to the assessment * I am ready to be assessed   Signed**:** Date**:** | | | | | |
| **Overall Assessment Decision** | Competent | Not yet competent | | | |
| **Candidate’s Signature** |  | **Date** | |  | |
| **Assessor’s Signature** |  | **Date** | |  | |
| **Moderator’s Signature** |  | Date | |  | |

## 13937 Knowledge Questionnaire

Specific Outcome 1: Monitor office supplies levels

Assessment Criteria

* Office supplies levels are identified and recorded
* Office supply levels are ascertained and compared to required levels
* Records are checked for compliance with organisational requirements
* Remedial action is taken to rectify office supply levels

|  |
| --- |
| 1. List two reasons why you should not have too much stationery (2) |
|  |
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|  |
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|  |
| 1. Design a stationery stock sheet. (5) |
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| 1. List ten items of stationery that is commonly found in an organisation. (10) |
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| 1. How would you determine minimum levels of each stationery item? (5) |
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|  |
|  |
|  |
|  |

Specific Outcome 2: Maintain office supplies processes and procedures

Assessment Criteria

* Office supply processes and procedures are monitored and evaluated
* Out-of-line situations are identified and highlighted
* Remedial action is taken to bring office supply processes and procedures back in line.
* Areas for improvement are identified and recommendations are made the authorised individuals

|  |
| --- |
| 1. List four things that should apply to the room where stationery is kept. (4) |
|  |
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|  |
|  |
| 1. Should you check your stock of stationery regularly? (1) |
|  |
|  |
| 1. Who would you make recommendations to if the stationery control system is not fulfilling the organisation’s needs? (1) |
|  |
|  |
|  |
| 1. How would you know that the current stationery supply system is not fulfilling the organisation’s needs? (1) |
|  |
|  |
| 1. Where should the supply of items that are used often be kept? (1) |
|  |
|  |
| 1. Why should numbered documents be filed numerically? (1) |
|  |
|  |

Specific Outcome 3 Monitor and control the distribution of office supplies

Assessment Criteria

* Distribution procedures are identified, set and communicated
* Office supply requests are received and recorded
* Office supplies are distributed within agreed timeframes
* Office supply distribution procedures are followed
* Areas of non-conformance are identified and highlighted

|  |
| --- |
| 1. Describe a procedure for issuing stationery (9) |
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| 1. Describe a procedure for ordering stationery (4) |
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|  |
|  |
| 1. Design a requisition form for ordering stationery. (6) |
|  |
|  |

TOTAL 50 POINTS

# PORTFOLIO BUILDING

Your Portfolio of Evidence (PoE) contains the evidence needed to declare you competent and to award credits towards the award of this qualification to you. Evidence should be authentic and reflect both your knowledge of the subject and your ability to apply this knowledge in the workplace. Thus, evidence day to day activities supporting the specific outcomes addressed by this learning programme should complement the theoretical learning you attended and were assessed on.

There are FIVE key steps in creating a portfolio that will reflect your competence.

#### Plan Your Portfolio

Plan and document the sequence, graphics and layout of your portfolio. This will assist you in following a logical sequence, which makes the Portfolio also much more user friendly and understandable for the assessor. It will also reflect your professional approach and attitude towards the subject matter, your work and your life. Impact and appearance always contribute to or affect your chances of being taken seriously and declared competent!

#### Gather The Evidence

An evidence checklist has been provided (Section 4) to tell you what evidence needs to be gathered for assessment purposes. However, there are four broad categories of evidence that you should include:

* Knowledge evidence (your knowledge questionnaire)
* Direct performance evidence (actual samples of your work or records of activities captured on audio or video tape)
* Indirect performance evidence (documentary records of your performance e.g. appraisals, photographs, testimonials, self-assessments, customer ratings etc.)
* Supplementary evidence (to confirm the authenticity of your evidence)

#### Evaluate Your Evidence

Once you have collected your evidence, evaluate each piece by ensuring that it is:

* Valid (relevant to the unit standard/s being assessed)
* Authentic (clearly your own work)
* Current (not more than 2 years old)
* Sufficient (adequate to prove your competence against all of the assessment criteria and range statements in the unit standard/s)

#### Cross-Reference Your Evidence To The Unit Standards

Evidence for assessment against unit standards must be linked to the outcomes of the unit standard in question. An evidence locator grid is useful for this.

#### Organise Your Information

How you structure your portfolio is critical. Your design and layout must look professional and clearly articulate your achievements, and it should make sense to someone seeing it for the first time. Use the following structure as a guide:

1. A title page indicating:
   * The title of the programme
   * The unit standard titles to which the programme is aligned
   * The assessment centre (Training provider)
   * Your name, position and organisation
   * Your contact details
   * The name of your assessor
   * The name of your moderator
   * The date
2. An index
3. Background information
   * Curriculum Vitae
   * Organisation profile
   * Job profile
   * Organisation/department structure
4. A copy of the unit standard/s
5. Your assessment plan
6. Your completed Knowledge Questionnaire
7. An evidence locator grid
8. The evidence itself
9. Supporting evidence e.g. witness testimonies, reflections and witness status list
10. Assessment records

## Moderation

#### Moderation Of Assessments Must Be Planned In Order To:

* Identify the outcomes as per unit standards
* Identify the evidence to be collected
* Identify steps of a logical process
* Design an appropriate assessment (criteria and tool)
* Review success or adjustments to be made to the assessments
* Provide appropriate feedback and set targets and action plans

#### Pre-Assessment Moderation

This occurs prior to assessment taking place and includes moderation of:

* Assessor suitability/qualifications
* Assessment guidelines which are explained to all assessors in bi-weekly meetings
* Standardised assessment tools which are reviewed in assessor meetings
* Guidelines for organising evidence (see Portfolio of Evidence guidelines)
* Assessor/candidate appeals process
* The assessor must consult with the moderator to ensure that the assessment instrument is valid, reliable and practicable. The moderation model will be the assessor moderator comparison, so as to ensure that the assessment instrument is fit for purpose and that the assessment plan is adequate in order to achieve the outcomes of the assessment process.

#### Post Assessment Moderation

Post-assessment moderation must take place at the end of the assessment process, once feedback has been given to the candidate.

Post-assessment moderation must check specifically that the evidence on which the decision of competence is based is valid, authentic, current and sufficient. Until post-assessment moderation has taken place, the assessment process is incomplete, as there is a chance that the moderator may disagree with the assessor regarding the decision reached in terms of competence.

Even so, the candidate needs to be cautioned that external moderation/verification needs to take place prior to candidate achievement being confirmed and recorded on the National Candidate Record Database.

The focus in post-assessment moderation is also to address continuous improvement of assessment activities and tools. The moderator needs to critically evaluate the review process and ensure that candidate consultation in the review process was both meaningful and constructive i.e. avoid simplistic yes/no questions which give little qualitative data.

25% of all assessment sampling across the board is moderated. The samples are representative of assessments conducted by each assessor and for each project