



Business & Computing Examinations (BCE) LONDON (UK)

BCE Policy Plan

BCE prepare plans and policies that set out its vision and strategy for shaping our qualifications development, assessment management, operational management and supervision of Approved Centres. The plans guide our planning, monitoring, resource management, finance, decision-making, management including reviews, evaluations and future requirements.

Analysis

Policy Plan serves as BCE's "internal think tank", for undertaking broad analytical studies of functional units, UK and international issues, identifying gaps in policy, and initiating policy planning and formulation to fill these gaps. Policy Plan also serves as a formal "second opinion" on policy matters - providing recommendations and alternative courses of action to the entire organisation.

Special Projects

Policy Plan assumes special projects or takes the lead on certain issues, for example, introduction of new legislations or risks.

Policy Coordination

Policy Plan engages functional units, Approved Centres, business interests and regulatory agencies to ensure coordination and integration of policy with longer-term objectives.

Who we consult

In developing Policy Plan two groups of organisations need to be consulted.

1. Organisations that we call "**Statutory Consultees**". These are agencies that are specifically identified in regulations [e.g. Department of Education, Sector Skills, Recognition Bodies, Auditors, Awarding Bodies and other Regulatory Agencies].
2. Other interest groups, which cover the whole range of Centres, community, special interest, and business interests; are referred to as "**Stakeholder Bodies**".

BCE keeps a database of those who enquire or respond to consultation documents. Anyone can request that their details are added to the database and they will then be consulted as the process of creating Policy Plan document framework proceeds.

How we consult

BCE uses a range of consultation techniques during the preparation of the Policy Plan document framework. However the primary form of consultation is in the form of direct mail outs of letters, emails, newsletters and leaflets.

Letters

Letters will be sent to all contacts on the consultation database. These letters will include information on how and where to obtain copies of the document out for consultation and the methods in which representations can be made.

Leaflets and newsletters

Leaflets summarising the key consultation documents will highlight the main issues and let individuals and organisations know how they can get involved. They will be published on our website and be available at Approved Centres. Response forms will be supplied.

Consultation documents produced throughout the policy preparation process will be simple, concise and easy to understand. Leaflets/newsletters are distributed via post or e-mail and will be used to generate discussion and comments on policy issues early in the consultation process.

Web Site

The timetables, news updates and background documents will all be available on the web at www.bcexam.com. Documents produced as part of the Policy Plan document framework process will be published on the internet and e-mail comments will be invited

E-mail

A specific address, info@bcexam.com is used to allow easy contact with the Policy Plan.

Telephone

BCE telephone line can also be used.

Exhibitions, meetings, seminars and events

Exhibitions at key stages in the preparation of the Policy Plan document framework will update those involved on the policies and proposals in the plan. Where possible they will be held in easy-to-reach places such as BCE Board room, hotel function rooms or community buildings. Other meetings will include workshops, focus groups and meetings with local business interests or stakeholder groups.

For more information on our Policy Plan documents; see BCE Code of Governance on BCE Website under BCE Policies & Procedures.