



Taunton Administrator Information Pack

About ABC Awards

ABC Awards Mission

To offer a coherent portfolio of vocationally related qualifications reflecting the national and regional skills needs of 14 -19 and 19+ learners with customer support of the highest quality within a culture of continuous improvement.

ABC Awards Vision

To be recognised as pre-eminent amongst vocational awarding bodies by learners, employers, providers and the regulatory authorities.

About ABC Awards

ABC Awards is one of the largest vocational awarding bodies in the United Kingdom with an established reputation for quality and customer service. ABC is recognised by the regulatory bodies as an awarding body whose qualifications meet the criteria applied by QCA (Qualifications Curriculum Authority) and are eligible for funding under the LSC (Learning and Skills Council) mechanism.

ABC's national operation is supported through its four offices based at Chorley, Nottingham, Reading and Taunton, all providing support to centres and a full range of assessment services, which ensures that local support is available for all those involved in the provision and use of its qualifications. The four offices continue to be the administrative centres for the portfolio of qualifications and you may expect to receive the same quality of service and support from each of these locations. ABC has streamlined common administrative systems for all qualifications and each of the four offices is able to deal with queries and respond quickly to requests for advice, information or support. ABC Awards now accepts on-line registrations from accredited centres.

There is a broad choice of qualifications, from Entry Level to Level 6, all offering stepping stones to success. Each qualification is assessed in a rigorous but user-friendly manner and most are in manageable bites of learning. It is ABC's aim to open up opportunities for students and to widen participation in education.

ABC's portfolio of accredited and non accredited qualifications has been developed with advice from subject teachers and reflects their expectations for quality training programmes. They are moderated by specialists, who provide advice as well as setting and maintaining the highest standards.

Sources of Additional Information

The ABC Awards web site www.abcawards.co.uk provides access to a wide variety of information regarding qualifications, forms and downloads. There are separate sections designated for each ABC qualification sector as well as one specifically for Examination Officers.

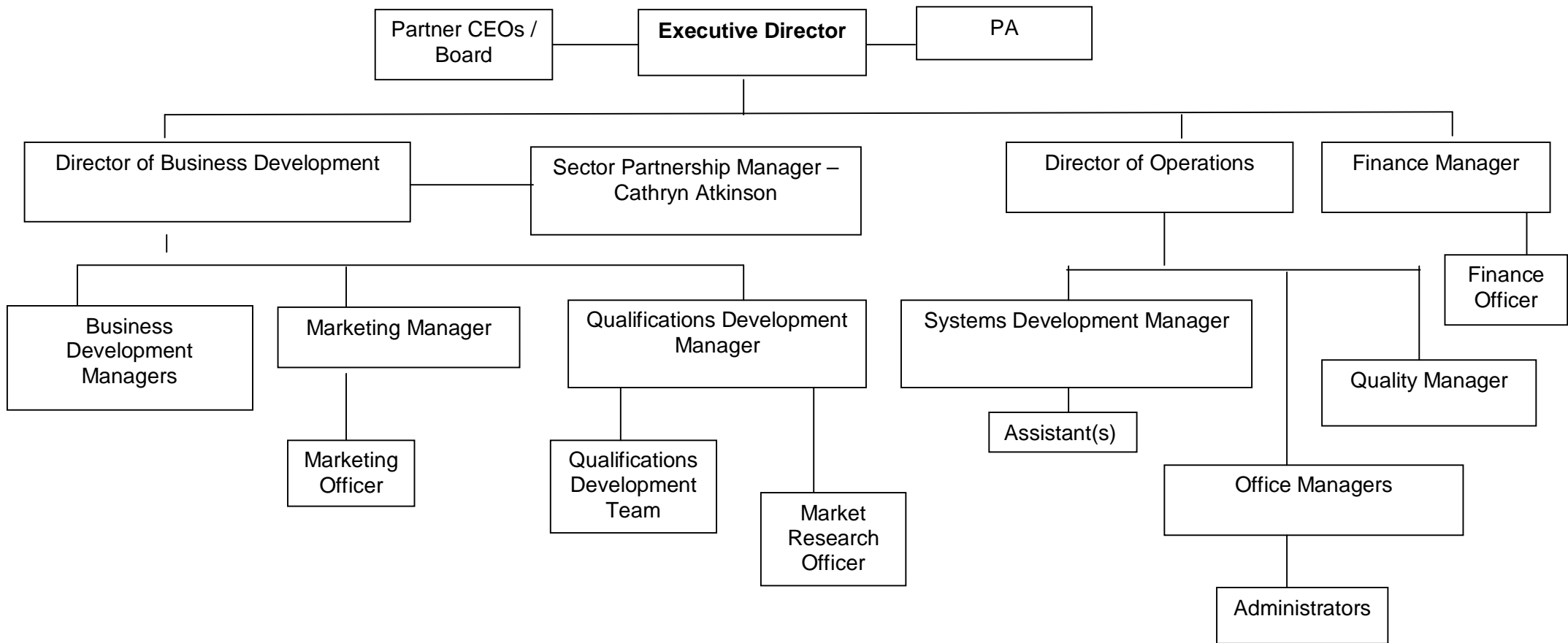
ABC Awards holds annual events specifically for Moderators, External Verifiers, Examiners, Tutors and Examination Officers or those dealing with learner registrations, certification etc. Details of these will be sent to you by ABC Awards' Administrators or Marketing Department. ABC Awards also exhibits at and attends many national and regional conferences and exhibitions throughout the year. Information regarding these events will also be published on the ABC Awards web site.

Business Development

ABC Awards has a team of Business Development Managers whose job it is to help you choose the right qualifications and services. Our team has a wealth of experience and knowledge of the education and training sectors and can offer advice and guidance on ABC's full Portfolio, Examination and Moderation services as well as the full range of training events and conferences ABC Awards are involved with. The team is committed to helping you in the way that suits centres requirements and are available to visit centres at their convenience.

Qualifications administered at ABC Awards, Taunton

The Taunton Office deals with centres nationally and manages ABC's Health and Social Care portfolio.



ABC Awards Management Structure

Chief Responsibilities of an ABC Awards' Qualifications Administrator

- 1 To supervise or co-ordinate the processes and procedures relating to the management of qualifications.
- 2 To provide administrative support for the development of qualifications as required.
- 3 To co-ordinate and maintain efficient systems across a range of administrative areas.
- 4 To monitor and review systems.
- 5 To maintain accurate and up-to-date records and provide data as required.
- 6 To provide advice, guidance and support to centres on a range of assessment services.
- 7 To provide an effective and efficient customer service response.
- 8 To offer support and expertise to colleagues.