

Application Process for Small Business Charter Award Virtual Assessments

Virtual assessments are designed to mirror the assessment visit and should enable the assessment of the dimensions according to the benchmark set by the SBC Management Board. An actual visit to the school is preferable, but under the circumstances virtual assessments will be used. The same rigour and standards as of the assessment visit will apply at virtual assessments.

Schools should send their completed application/ reassessment form and all evidence files to the SBC two weeks before the assessment begins. Assessors should have access to the evidence and recording of the meetings until they submit a report to the Management Board.

The SBC Board and the assessors understand that certain enterprise and entrepreneurship activities conducted at the business school and by the wider University will be affected by the pandemic from March 2020. We welcome a statement that explains the activities and data affected in your application.

Virtual assessments will be conducted over two successive half days.

The SBC will engage with the business school throughout the application process to offer support and guidance.

1. Submission of Application and Evidence
2. Pre-Assessment Meetings
3. Virtual Assessment Itinerary - Day 1 and Day 2
4. Additional Evidence for Assessors – Post Assessment Day
5. Virtual Visit Protocols

1. Submission of Application and Evidence

- Applications and supporting evidence can be shared on a virtual platform of the business school's choice, for example, a micro-website or access to the server. The platform should be agreed with SBC when scheduling a date for the assessment.
- Business schools should submit a link to their completed application/ reassessment form, and evidence as well as a PO a minimum of 2 weeks before the assessment date via email to Meenal Datar Meenal.datar@charteredabs.org
- A virtual tour of the facilities, which will include the location of these facilities with respect to each other and the 'front door', should be included in the evidence. A map will also be helpful.
- The evidence files should be stored within folders labelled Section A, Section B, Section C, Exemplar and virtual tour. Within each folder, evidence should be saved in a sub-folder labelled according to the dimension applied.
- Each assessor will be responsible for assessing one of the three sections and will refer to the folder for that section. For this purpose, evidence relevant to more than one dimension should be saved in all relevant folders.
- Each assessor should have access to all evidence files.
- There are two levels of the award:
3 Years: Business schools must achieve a minimum of 12 dimensions across all three sections to be eligible for the award, and should therefore apply for a minimum of 12 dimensions.
5 Years: Schools achieving seven or more dimensions in each of the sections will secure the award for five years.

2. Pre-Assessment Meetings

In order to facilitate forward planning and conversations between the business school and the assessors, the SBC will organise a call between the Chair and the lead from the business school. The call will be scheduled 10 working days ahead of the assessment day to give time to make changes if suggested by the Chair.

The itinerary should be agreed between the Chair and the business school lead. Within the itinerary the business school should provide a list of stakeholders, faculty staff and students participating in each session.

3. Virtual Assessment - Day 1 and Day 2

Please see the Virtual Assessment Itinerary

The assessment will be conducted using the business school's preferred platform, for example Zoom, Microsoft Teams, Google Meets or any other platform preferred by the business school and which has been agreed with the SBC at the application stage.

There will need to be a private room for the assessors to meet throughout the day, as well as three separate rooms for sessions where the assessors are engaged with particular contributors.

The platform should have a chat facility to allow informal chats throughout the assessment and should also have a record function so that the assessors can refer to the discussion at a late stage if desired.

It is the responsibility of the business school to schedule meetings for each of the assessors. The meetings should be set up within the timeframe of the itinerary agreed.

The business school should encourage participants to stick to the timetable, however, if the session is running over, the business school should discuss time arrangements with the Chair.

- The virtual assessment will be conducted over two half days.
- The presentation by the 'Small Business/ Enterprise Team' should continue to involve faculty and senior managers from the wider university. The business school should agree with the Chair who will participate in this session ahead of the assessment day.
- For some elements of the assessment which refer specifically to only one section of the application, the assessors will work independently. Therefore at least three separate discussions need to be able to be held at one time.
- The Chair will discuss and agree beforehand with the business school lead if the panel would like to have a separate opportunity for informal networking.
- The itinerary will include time set aside after every session for the assessors to have a coffee break and to reflect on the session.

4. Additional Evidence For Assessor - Post Assessment Day

The business school will not be able to submit new evidence after the assessment unless requested by the panel.

If the assessors request additional evidence, the business school will have one week after the assessment to provide it. Evidence not provided within the required timeframe will not be considered.

5. Virtual Visit Protocols

- The business school should ensure all participants have the necessary equipment to participate and have the opportunity to contribute to the discussion.
- The business school is responsible for the smooth running of IT during the assessment.