

**Withdrawal of OCR Level 1 to Level 4 Administration (Business Professional) qualifications (03952-03953, 03955-03959, 03963, 03966-03968) – Frequently Asked Questions.**

Following a review of our qualifications we have decided to withdraw the qualifications in the table below. We will continue to support and assess the qualifications up to the final certification dates shown:

Entry Code	Qualification Title	Qualification Number	Last date for entries	Last certification date
03952	OCR Level 1 Award in Administration (Business Professional)	500/6218/9	31/12/2023	31/12/2024
03953	OCR Level 1 Certificate in Administration (Business Professional)	500/6122/7	31/12/2023	31/12/2024
03955	OCR Level 2 Award in Administration (Business Professional)	500/6124/0	31/12/2023	31/12/2025
03956	OCR Level 2 Certificate in Administration (Business Professional)	500/6563/4	31/12/2023	31/12/2025
03957	OCR Level 2 Diploma in Administration (Business Professional)	500/6125/2	31/12/2023	31/12/2025
03958	OCR Level 3 Award in Administration (Business Professional)	500/6483/6	31/12/2023	31/12/2025
03959	OCR Level 3 Certificate in Administration (Business Professional)	500/6484/8	31/12/2023	31/12/2025
03963	OCR Level 3 Diploma in Administration (Business Professional)	500/6485/X	31/12/2023	31/12/2025
03966	OCR Level 4 Award in Administration (Business Professional)	500/6488/5	31/12/2023	31/12/2025
03967	OCR Level 4 Certificate in Administration (Business Professional)	500/6489/7	31/12/2023	31/12/2025
03968	OCR Level 4 Diploma in Administration (Business Professional)	500/6490/3	31/12/2023	31/12/2025

## Frequently Asked Questions (FAQs)

### 1. What is the last date I can enter a student?

The last date to enter a student for these qualifications is **31/12/2023**. You should ensure sufficient unnamed/named entries are made by 31 December 2023 to enable you to submit work for your final students.

### 2. What is the last date I can certificate a student?

The final certification dates for these qualifications are listed in the table above.

Please be aware that the last certification date is the final date OCR will produce certificates. Centres should complete all students' assessments and submit claims to your moderator at least two months before the last certification date.

### 3. Why is OCR withdrawing these qualifications?

Following a review of our qualification offer, and in the light of changes to funding and market demand, OCR has decided to withdraw these qualifications.

### 4. Are all Awarding Organisations withdrawing these qualifications or is it just OCR?

Withdrawing these qualifications is an OCR decision.

### 5. What do we need to consider as the last certification date approaches?

You should plan to complete all assessments at least two months before the last certification date. Please make sure your students have completed their portfolios of work, which must meet all the assessment criteria.

### 6. Where can I find information about alternative qualifications?

OCR will not offer a replacement for the qualifications being withdrawn.

At Level 2, we offer [Cambridge Technical qualifications in Business Administration](#) for 16+ students:

- OCR Level 2 Cambridge Technical Award in Business Administration (05893)
- OCR Level 2 Cambridge Technical Certificate in Business Administration (05891)
- OCR Level 2 Cambridge Technical Diploma in Business Administration (05892)

### 7. What if a student completes their portfolio, but we haven't made a qualification entry for that student and it is after the final qualification entry date?

Student must be entered via OCR Interchange before the last entry date. If the last entry date has passed please contact us.

**8. What will happen if a student has a unit withdrawn and wants to claim the unit at a later date?**

As long as they were entered before the last entry date and the last certification date has not passed you can continue to claim units. Claims must be made before the end certification date.

**9. Who do I contact for enquiries about last entries and certification?**

Please contact our Customer Support Centre on **01223 553998** or email [support@ocr.org.uk](mailto:support@ocr.org.uk).