

OCR  
29 Great Peter Street  
London  
SW1P 3LW

Welton House  
Limekiln Way  
Greetwell Road  
Lincoln  
LN2 4WH

Telephone: 01522 574100  
Facsimile: 01522 574155  
Website [www.lrebp.org.uk](http://www.lrebp.org.uk)  
Email: [enquiries@eblo.org.uk](mailto:enquiries@eblo.org.uk)

17 September 2013

Dear OCR,

As an employer I believe that the following qualification will enable students in the 16-19 age range to develop knowledge and skills relevant to employment in business and that the standard of knowledge and skills is suitable for an 18 year old in full time education. I believe a student who achieves this qualification should be effectively prepared for related jobs, apprenticeships, training or higher education courses:

**OCR Level 3 Diploma in Administration (Business Professional) (QCF)**

The content of the qualification prepares the learner for a career in a business and I support it for inclusion in the school and college performance tables for 16-19 year olds.

It would be especially useful to any young person accessing my Introduction to Apprenticeship programme and looking to embark on a Business Admin career.

Yours sincerely



John Moulson

Employability Officer