

Ms Charlotte Bosworth
Director, Skills & Employment
OCR
1 Hills Road
Cambridge
CB1 2EU

25th October 2013

Dear Charlotte,

Re: 500/6485/X OCR Level 3 Diploma in Administration (Business Professional) (QCF)

As an employer within the education sector I believe that the OCR level 3 Diploma in Administration enables students in the 16-19 age range to develop specialist knowledge and skills relevant to employment in this sector 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.

In my business, and in my previous experience as an employer, I hire Apprentices and trainees to PA and office administration roles and view this level 3 Diploma as critical to provide a basis for progression of employees, both in the work place and in further study. It provides an ideal basis for evidencing employees' development of skills and the opportunity to go on to more specialist qualifications and/or progress their careers.

I support the inclusion of this qualification in the school and performance tables for 16 to 19 year olds, and view it as a vital qualification in any office or business setting I have experienced and run.

Yours sincerely,



Ruth Gilbert
CEO

ASSEND LTD

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