



NOTICE TO CENTRES

FAO: Exams Officer/Head of Business and Administration

Date: January 2014

Subject: Administration (Business Professional) suite

EXTENSION TO QUALIFICATION END DATE AND CHANGE TO UNIT NUMBERS

The last entry and certification dates for the Administration (Business Professional) suite have been extended.

For qualifications where the last date to make entries is currently 31 August 2014, this date will be updated in line with the other qualifications when the Level 1 units have been reviewed by the CFA.

Some of the unit numbers, provided by Ofqual, have also been updated. The content of the units remain unchanged and OCR's systems recognise the 'old' and 'new' unit numbers as equivalents. You can therefore continue to make entries and claims as normal.

The OCR *Admin guide: Vocational qualifications 2013/14* has been updated to reflect these changes, including the revised Ofqual unit numbers. The updated version is available to download at: www.ocr.org.uk/admin-guides. The qualification pages of the OCR website are currently being updated to include the new unit codes.

Administration (Business Professional)

Qualification		Entry code	Qualification number	Last date to make entries	Last certification date
Level 1	Award	03952	500/6218/9	31 August 2014	31 August 2015
	Certificate	03953	500/6122/7	31 August 2014	31 August 2015
	Diploma	03954	500/6123/9	31 August 2014	31 August 2015
Level 2	Award	03955	500/6124/0	31 December 2014	31 December 2016
	Certificate	03956	500/6563/4	31 August 2014	31 December 2016
	Diploma	03957	500/6125/2	31 August 2014	31 December 2016
Level 3	Award	03958	500/6483/6	31 December 2014	31 December 2017
	Certificate	03959	500/6484/8	31 December 2014	31 December 2017
	Diploma	03963	500/6485/X	31 December 2014	31 December 2017
Level 4	Award	03966	500/6488/5	31 December 2014	31 December 2017
	Certificate	03967	500/6489/7	31 December 2014	31 December 2017
	Diploma	03968	500/6490/3	31 December 2014	31 December 2017

If you have any queries about this notice, please call our Customer Contact Centre on 024 76 851509.