

NOTICE TO CENTRES

FAO: Exams Officers/Heads of Department

Date: October 2014

Subject: Outgoing Business Skills Qualification Suite Last Certification Date

OUTGOING BUSINESS SKILLS QUALIFICATIONS LAST CERTIFICATION DATE – 31 DECEMBER 2014

As you may already be aware, the last certification date for the Level 1 and 2 Business Skills qualifications is **31 December 2014**. OCR will continue to support and assess the qualifications up to the final certification date for these qualifications, which are listed below:

| Entry code | Qualification title | Qualification number | Last certification date |
|------------|--|----------------------|-------------------------|
| 10186 | OCR Level 1 Award in Business Skills | 600/0531/2 | 31 December 2014 |
| 10187 | OCR Level 1 Certificate in Business Skills | 600/0528/2 | 31 December 2014 |
| 10188 | OCR Level 2 Award in Business Skills | 600/0533/6 | 31 December 2014 |
| 10189 | OCR Level 2 Certificate in Business Skills | 600/0537/3 | 31 December 2014 |
| 10190 | OCR Level 2 Diploma in Business Skills | 600/0405/8 | 31 December 2014 |

Please be aware that the final certification date is the last date that OCR will produce certificates.

Our records show that there are still some centres with candidates entered for the above schemes. All external quality assurance visits and certification claims must be completed by 31 December 2014. This includes EQA visits required to verify any DCS claims made since your last EQA visit. It is a requirement of our agreement with Ofqual that all certification claims are part of a quality assurance visit – this includes DCS certification. If you are not contacted by your OCR external verifier to arrange your final external quality assurance visit please contact the Customer Contact Centre on 02476 851509 or email vocational.qualifications@ocr.org.uk to ensure that a visit is arranged.

We would advise you to arrange for your final EQA visit to take place before 17 December 2014 to allow certification claims to be processed before 31 December 2014. Please also be aware that External Verifiers will have limited availability to conduct visits over the Christmas period.

The Level 3 qualifications in the Business Skills qualification suite, as listed below, will be available for certification until 30 June 2015.

| Entry code | Qualification title | Qualification number | Last certification date |
|------------|--|----------------------|-------------------------|
| 10191 | OCR Level 3 Award in Business Skills | 600/0407/1 | 30 June 2015 |
| 10192 | OCR Level 3 Certificate in Business Skills | 600/0408/3 | 30 June 2015 |
| 10193 | OCR Level 3 Diploma in Business Skills | 600/0409/5 | 30 June 2015 |

NOTICE TO CENTRES *continued*

OCR continues to offer a wide range of vocational qualifications in the Business and Administration sectors. For details of OCR's full provision, please visit the vocational qualifications page of the OCR website:

www.ocr.org.uk/qualifications/by-type/vocational-qualifications

Please pass a copy of this notice to the relevant staff within your organisation, such as the Course Co-ordinator, IQA and Assessment Staff.

If you have any queries about this notice, please call our Customer Contact Centre on 02476 851509.