

NATIONAL ENTERPRISE Challenge

Youth Enterprise CIC
113 Heathcote Road
Longton
ST3 2ND
01782 367148

www.nationalenterprisechallenge.co.uk

Charlotte Bosworth,
Director, Skills & Employment,
OCR,
Progress House,
Westwood Way,
Coventry
CV4 8JQ

Thursday 8th January 2015

Dear Charlotte,

As an employer that employs staff within the business and administration occupational group we believe that the following qualifications will enable students aged 18+ or 19+ to develop specialist knowledge and skills that are appropriate and relevant to employment in this area, and that the standard of knowledge and skills is suitable for an 18 year old in full time education.

We believe a student who achieves one of the following qualifications should be effectively prepared for related jobs, higher apprenticeships, training or higher education courses:

601/3528/1 OCR Level 4 NVQ Diploma in Customer Service

601/3677/7 OCR Level 4 NVQ Diploma in Business Administration

600/4223/0 OCR Level 2 Cambridge Technical Extended Certificate in Business

600/4220/5 OCR Level 2 Cambridge Technical Diploma in Business

601/3432/X OCR Level 2 NVQ Certificate in Customer Service

601/3740/X OCR Level 2 Diploma in Business Administration

500/4089/3 OCR Level 2 Certificate in Text Processing (Business Professional)

500/3997/0 OCR Level 2 Diploma in Text Processing (Business Professional)

500/6125/2 OCR Level 2 Diploma in Administration (Business Professional)

500/6563/4 OCR Level 2 Certificate in Administration (Business Professional)

We believe that the skills and knowledge the students taking these qualifications will gain will act as a basis for further progression either in the workplace or in further study at college or university.

Yours sincerely,



Ben Dyer
Managing Director