

# McKechnie Enterprises Limited

T/A McKechnies Independent tea and coffee bar  
37 Rother Street, Stratford-upon-Avon, Warwickshire, CV37 6LP  
www.mckechnies-cafe.co.uk

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5<sup>th</sup> January 2015

Dear Charlotte Bosworth

As an employer that employs staff within the Business occupational group, I believe that the following qualifications will enable students in the 16-19 age range to develop specialist knowledge and skills 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, apprenticeships, training or higher education courses:

Cambridge Technical Extended Certificate in Business (600/4223/0)  
Cambridge Technical Diploma in Business (600/4220/5)  
Level 2 Diploma in Administration (Business Professional) (500/6125/2)  
Level 2 NVQ Certificate in Customer Service (601/3432/X)  
Level 2 Certificate in Text Processing (Business Professional) (500/4089/3)  
Level 2 Diploma in Text Processing (Business Professional) (500/3997/0)  
Level 2 Diploma in Business Administration (601/3740/X)  
Level 2 Certificate in Administration (Business Professional) (500/6563/4)

- I believe that these qualifications will allow learners to develop the skills and knowledge they will need to progress into more specialist qualifications in the sector or directly into employment.
- The content within these qualifications prepares the learners for a career in this sector and I support them for inclusion in the school and college performance tables for 16-19 year olds.

Yours



Toby McKechnie  
Director