

## NOTICE TO CENTRES

FAO: Centre Coordinator/Head of Department for Business and Administration

Date: March 2015

Subject: Extension of OCR's Administration (Business Professional) Qualifications

### ADMINISTRATION (BUSINESS PROFESSIONAL) QUALIFICATIONS EXTENSION AND IMPORTANT CHANGES TO OPTIONAL TEXT PROCESSING UNITS

#### Extension

We are pleased to announce that the review date for the Administration (Business Professional) qualifications has been extended to **31 August 2017**. The qualification details are as follows:

Entry code	Qualification title	Qualification number	Review date	New last certification date
03952	OCR Level 1 Award in Administration (Business Professional)	500/6218/9	31/08/2017	31/08/2018
03953	OCR Level 1 Certificate in Administration (Business Professional)	500/6122/7	31/08/2017	31/08/2018
03954	OCR Level 1 Diploma in Administration (Business Professional)	500/6123/9	31/08/2017	31/08/2018
03955	OCR Level 2 Award in Administration (Business Professional)	500/6124/0	31/08/2017	31/08/2019
03956	OCR Level 2 Certificate in Administration (Business Professional)	500/6563/4	31/08/2017	31/08/2019
03957	OCR Level 2 Diploma in Administration (Business Professional)	500/6125/2	31/08/2017	31/08/2019
03958	OCR Level 3 Award in Administration (Business Professional)	500/6483/6	31/08/2017	31/08/2020
03959	OCR Level 3 Certificate in Administration (Business Professional)	500/6484/8	31/08/2017	31/08/2020
03963	OCR Level 3 Diploma in Administration (Business Professional)	500/6485/X	31/08/2017	31/08/2020
03966	OCR Level 4 Award in Administration (Business Professional)	500/6488/5	31/08/2017	31/08/2020
03967	OCR Level 4 Certificate in Administration (Business Professional)	500/6489/7	31/08/2017	31/08/2020
03968	OCR Level 4 Diploma in Administration (Business Professional)	500/6490/3	31/08/2017	31/08/2020

# NOTICE TO CENTRES *continued*

## **Text Processing units**

For candidates wishing to use optional Text Processing (Business Professional) units towards achievement of Administration (Business Professional) three important factors need to be taken into consideration:

1. Text Processing (Business Professional) units will remain in the rules of combination but need to be achieved by 31st August 2017. Centres will therefore need to ensure that candidates are entered for a test window in which the relevant unit(s) are available before this date. It is advisable to enter candidates before the last available test window to provide candidates with a resit opportunity.
2. There will be a reduction in the availability of test windows for specific units from Autumn 2015 onwards. For further detail please see the Text Processing (Business Professional) qualification pages on the OCR website <http://www.ocr.org.uk/qualifications/by-subject/text-processing/>
3. Units assessed in the medium of Welsh will not be available after the Spring 2015 test window. For further detail please see the Text Processing (Business Professional) qualification pages on the OCR website <http://www.ocr.org.uk/qualifications/by-subject/text-processing/>

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