



# Career Colleges

14-19 Preparing young people for work

Ms Charlotte Bosworth  
Director, Skills & Employment  
OCR  
1 Hills Road  
Cambridge  
CB1 2EU

25<sup>th</sup> October 2013

Dear Charlotte,

Career Colleges Trust is a charity aiming to open 40 Career Colleges in 4 years, improving the work prospects of 14 to 19 year olds through great foundations in education and training, supported by employers designing and delivering the curriculum and work placement opportunities.

As an employer within the education sector I believe that the following qualification will enable students in the 16-19 age range to develop specialist knowledge and skills relevant to employment and that the standard of knowledge and skills is suitable for an 18 year old in full time education. I believe a student who achieves the following qualification should be effectively prepared for related jobs, apprenticeships, training or higher education courses:

|            |   |
|------------|---|
| 500/6485/X | OCR Level 3 Diploma in Administration (Business Professional) (QCF) |
|------------|---|

The content within this qualification prepares learners for a career in business and/or administration in any sector and I support it being included in the school and college performance tables for 16-19 year olds. It is a critical qualification for the preparation of learners for progression to further study and to develop a broad range of career prospects across industry sectors.

Yours sincerely,

Ruth Gilbert  
Chief Executive

## Career Colleges Trust

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