

**OCR**  
29 Great Peter Street  
London  
**SW1P 3LW**

25<sup>th</sup> October 2013

**Ref: OCR Level 3 Diploma in Administration (Business Professional) (QCF)**

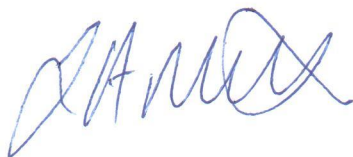
Dear Sir

I am writing in support of the above course for inclusion in the school and college performance tables for 16-19 year olds.

Workplace Systems can see that this course will provide students in the above age range with knowledge and skills pertinent to our company and in general to businesses. It is my belief that students armed with this qualification will be perfectly prepared for jobs related to a business administration role as well as being a foundation for further training, apprenticeships or higher education courses.

Young people with this qualification would certainly be considered favourably for administration positions within our organisation.

Yours faithfully



Ian Mills

Development Director