



Oxford Cambridge and RSA

## **LAST ENTRY/CERTIFICATION NOTIFICATION FOR VOCATIONAL QUALIFICATIONS (1–6 Months)**

### **September 2025 issue**

OCR will not be able to accept any requests for late entry or certification once these dates have passed. Please ensure that all candidates are entered for these qualifications before the last entry dates and that all certificates are claimed by the last certification dates.

Please refer to the OCR website for further information/updates on the progression/replacement of qualifications and the Qualifications and Credit Framework. For information about OCR's QCF provision, please view the **[Vocational Qualifications page](#)**.

OCR Customer Support Centre  
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## 4 Months Notification

| Entry code | Qualification title                                               | Qualification number | Last entry/registration date | Last certification date |
|------------|-------------------------------------------------------------------|----------------------|------------------------------|-------------------------|
| 03955      | OCR Level 2 Award in Administration (Business Professional)       | 500/6124/0           | 31-Dec-23                    | 31-Dec-25               |
| 03956      | OCR Level 2 Certificate in Administration (Business Professional) | 500/6563/4           | 31-Dec-23                    | 31-Dec-25               |
| 03957      | OCR Level 2 Diploma in Administration (Business Professional)     | 500/6125/2           | 31-Dec-23                    | 31-Dec-25               |
| 03958      | OCR Level 3 Award in Administration (Business Professional)       | 500/6483/6           | 31-Dec-23                    | 31-Dec-25               |
| 03959      | OCR Level 3 Certificate in Administration (Business Professional) | 500/6484/8           | 31-Dec-23                    | 31-Dec-25               |
| 03963      | OCR Level 3 Diploma in Administration (Business Professional)     | 500/6485/X           | 31-Dec-23                    | 31-Dec-25               |
| 03966      | OCR Level 4 Award in Administration (Business Professional)       | 500/6488/5           | 31-Dec-23                    | 31-Dec-25               |
| 03967      | OCR Level 4 Certificate in Administration (Business Professional) | 500/6489/7           | 31-Dec-23                    | 31-Dec-25               |
| 03968      | OCR Level 4 Diploma in Administration (Business Professional)     | 500/6490/3           | 31-Dec-23                    | 31-Dec-25               |
| 03997      | OCR Level 3 Award in IT User Skills (ITQ)                         | 500/6588/9           | 31-Dec-23                    | 31-Dec-25               |
| 03998      | OCR Level 3 Certificate in IT User Skills (ITQ)                   | 500/6758/8           | 31-Dec-23                    | 31-Dec-25               |
| 03999      | OCR Level 3 Diploma in IT User Skills (ITQ)                       | 500/6757/6           | 31-Dec-23                    | 31-Dec-25               |

**www.ocr.org.uk**  
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**Vocational qualifications**

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