

NOTICE TO CENTRES

FAO: Business Administration Tutors

Date: 1 June 2014

Subject: Business Administration Update

BUSINESS ADMINISTRATION QUALIFICATION UPDATE

New developments, extensions and withdrawals information

OCR will launch new apprenticeship qualifications in Business Administration on **1 September 2014**.

At Levels 2 and 3, the apprenticeship qualifications will **combine** the knowledge and competence components of the frameworks, meaning that there will be a single qualification per level, made up of both knowledge and competence units. Framework components at Level 4 will remain as **separate** competence and knowledge qualifications.

As a result of the newly-developed apprenticeship qualifications, the following changes to our pan-sector qualifications have been made:

New Apprenticeship qualifications

The New Apprenticeship qualifications detailed on the table below are due to be launched on **1 September 2014**. At Levels 2 and 3, these will **replace** the existing, separate competence and knowledge qualifications as apprenticeship framework components from this date. At Level 4 a new NVQ qualification has been developed and will directly replace the existing NVQ on the framework. The existing *OCR Level 4 Diploma in Business and Administration (10337)* will continue to be included as the knowledge component on the higher framework.

If you are enrolling apprenticeship candidates on apprenticeship qualifications in Business Administration after 31 August 2014, they **must** be enrolled on the new qualifications identified.

New Apprenticeship qualification*	Will replace the following qualification(s) on the apprenticeship framework:	
	Competence	Knowledge
OCR Level 2 Diploma in Business Administration (10383)	OCR Level 2 NVQ Certificate in Business and Administration (04705)	OCR Level 2 Certificate in Principles of Business and Administration (04438)
OCR Level 3 Diploma in Business Administration (10384)	OCR Level 3 NVQ Diploma in Business and Administration (04708)	OCR Level 3 Certificate in Principles of Business and Administration (04439)
OCR Level 4 NVQ Diploma in Business Administration (10385)	OCR Level 4 NVQ Diploma in Business and Administration (10362)	<i>Candidates should continue with the current knowledge qualification</i>

*qualifications subject to accreditation

Extended Qualifications

We are aware that many of our centres offer Business Administration qualifications to **non-apprenticeship** candidates. As such, we have **extended** the qualifications detailed below to act as stand-alone qualifications, suitable for those candidates that wish to take an NVQ or knowledge qualification **outside** of an apprenticeship.

Qualification	Accreditation Code	Original Last Entry Date	Original Last Certification Date	New Last Entry Date	New Last Certification Date
OCR Level 1 NVQ Award in Business and Administration (04702)	500/9425/7	31/08/2014	31/08/2015	31/08/2015	31/08/2016
OCR Level 1 NVQ Certificate in Business and Administration (04703)	500/9426/9	31/08/2014	31/08/2015	31/08/2015	31/08/2016
OCR Level 2 NVQ Award in Business and Administration (04704)	500/9582/1	31/08/2014	31/08/2016	31/08/2015	31/08/2017
OCR Level 2 NVQ Certificate in Business and Administration (04705)	500/9645/X	31/08/2014	31/08/2016	31/08/2015	31/08/2017
OCR Level 2 NVQ Diploma in Business and Administration (04706)	500/9647/3	31/08/2014	31/08/2016	31/08/2015	31/08/2017
OCR Level 3 NVQ Certificate in Business and Administration (04707)	500/9624/2	31/08/2014	31/08/2017	31/08/2015	31/08/2018
OCR Level 3 NVQ Diploma in Business and Administration (04708)	500/9625/4	31/08/2014	31/08/2017	31/08/2015	31/08/2018
OCR Level 4 NVQ Certificate in Business and Administration (04709)	500/9508/0	31/08/2014	31/08/2017	31/08/2015	31/08/2018
OCR Level 2 Certificate in Principles of Business and Administration (04438)	500/9750/7	31/08/2014	31/08/2016	31/08/2015	31/08/2017
OCR Level 3 Certificate in Principles of Business and Administration (04439)	500/9751/9	31/08/2014	31/08/2017	31/08/2015	31/08/2018
OCR Level 4 Diploma in Business and Administration (10337)*	600/8145/4	31/08/2014	31/08/2017	31/08/2015	31/08/2018

*denotes qualifications that will also be included as knowledge components on the higher apprenticeship frameworks

Qualifications for Withdrawal

The OCR Level 4 NVQ Diploma in Business and Administration (10362) will be **withdrawn** on its last entry date and **directly replaced** with new Level 4 NVQ qualification.

Qualifications to be withdrawn				Replacement Qualification*	Intended Launch Date
OCR Qualification	QCF Code	Last Entry Date	Last Certification Date		
OCR Level 4 NVQ Diploma in Business and Administration (10362)	601/2524/X	31/08/14	31/8/17	OCR Level 4 NVQ Diploma in Business Administration (10385)	01/09/14

*qualifications subject to accreditation

Please be aware that the last certification date is the last date on which OCR will produce certificates and therefore it is advised that centres plan for completion of all candidate assessment at least two months prior to this date. Please also be aware that OCR assessors are not available to conduct any assessment in the last two weeks of August each year, so **we advise submitting claims by mid-June 2017**. The specific dates for annual assessor downtime are published annually in the OCR *Admin guide: Vocational Qualifications*, available at www.ocr.org.uk/admin-guides.

Level 1 Qualifications

The Level 1 qualification detailed below will be launched on 1 September 2014 and is ideal for use in Traineeships.

Qualification	Qualification Type	Date available
Level 1 Certificate in Business Administration (10382)*	Combined knowledge and competence	1 September 2014

*qualifications subject to accreditation

The complete table in Appendix 1 gives an overview of all qualifications detailed in this update, and their suitability for differing cohorts.

New Apprenticeship web pages will soon be available on the dedicated Apprenticeship area of OCR's website. Please keep your eye on this area for regular updates, including draft units and rules of combination for each new qualification. www.ocr.org.uk/qualifications/by-type/apprenticeships

You can also sign up for [email updates](#) in these subjects to ensure that you receive direct updates to your inbox or join our [social networks](#) where regular updates are posted.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.

Appendix 1

The table below identifies the full list of OCR's Business Administration qualifications by level and their intended cohort from 1 September 2014.

Qualification		Aimed at:	
		Apprenticeship candidates	Non-apprenticeship candidates
Level 1			
10382*	Level 1 Certificate in Business Administration*		√
Level 2			
10383	OCR Level 2 Diploma in Business Administration	√	
04704	OCR Level 2 NVQ Award in Business and Administration		√
04705	OCR Level 2 NVQ Certificate in Business and Administration		√
04706	OCR Level 2 NVQ Diploma in Business and Administration		√
04438	OCR Level 2 Certificate in Principles of Business and Administration		√
Level 3			
10384	OCR Level 3 Diploma in Business Administration	√	
04707	OCR Level 3 NVQ Certificate in Business and Administration		√
04708	OCR Level 3 NVQ Diploma in Business and Administration		√
04439	OCR Level 3 Certificate in Principles of Business and Administration		√
Level 4			
10385	OCR Level 4 NVQ Diploma in Business Administration	√	√
04709	OCR Level 4 NVQ Certificate in Business and Administration		√
10337	OCR Level 4 Diploma in Business and Administration	√	√

The combined apprenticeship qualifications will be available to non-apprenticeship candidates if a combined qualification is more suitable for them.