



Charlotte Bosworth,  
Director, Skills & Employment,  
OCR,  
Progress House,  
Westwood Way,  
Coventry  
CV4 8JQ

6<sup>th</sup> January 2015

Dear Charlotte,

As an employer that employs staff within the business and administration occupational group we believe that the following qualifications will enable students aged 18+ or 19+ to develop specialist knowledge and skills that are appropriate and relevant to employment in this area, and that the standard of knowledge and skills is suitable for an 18 year old in full time education

We believe a student who achieves one of the following qualifications should be effectively prepared for related jobs, higher apprenticeships, training or higher education courses:

<b>600/4223/0</b>	<b>OCR Level 2 Cambridge Technical Extended Certificate in Business</b>
<b>600/4220/5</b>	<b>OCR Level 2 Cambridge Technical Diploma in Business</b>
<b>601/3432/X</b>	<b>OCR Level 2 NVQ Certificate in Customer Service</b>
<b>601/3740/X</b>	<b>OCR Level 2 Diploma in Business Administration</b>
<b>500/4089/3</b>	<b>OCR Level 2 Certificate in Text Processing (Business Professional)</b>
<b>500/3997/0</b>	<b>OCR Level 2 Diploma in Text Processing (Business Professional)</b>
<b>500/6125/2</b>	<b>OCR Level 2 Diploma in Administration (Business Professional)</b>
<b>500/6563/4</b>	<b>OCR Level 2 Certificate in Administration (Business Professional)</b>

We believe that the skills and knowledge the students taking these qualifications will gain will act as a basis for further progression either in the workplace or in further study at college or university.

Yours sincerely,

A handwritten signature in blue ink that reads 'Kate Mooney'.

**Kate Mooney**

## **BT Group Programme Development Manager**