



PLAYBOX THEATRE

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

8th January 2015

Dear Charlotte,

As an employer that employs staff within both administrative and customer service roles within a theatre environment, we believe that the following qualifications would enable students aged 18+ or 19+ to develop knowledge and skills that are appropriate and relevant to employment in such roles.

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

601/3432/X	OCR Level 2 NVQ Certificate in Customer Service
601/3740/X	OCR Level 2 Diploma in Business Administration
500/4089/3	OCR Level 2 Certificate in Text Processing (Business Professional)
500/3997/0	OCR Level 2 Diploma in Text Processing (Business Professional)
500/6125/2	OCR Level 2 Diploma in Administration (Business Professional)
500/6563/4	OCR Level 2 Certificate in Administration (Business Professional)

We believe that the skills and knowledge the students taking these qualifications will gain a standard of knowledge and skills that are suitable for an 18 year old in full time education, and will act as a basis for further progression either in the workplace or in further study at college or university.

Yours sincerely,

Emily Quash
Director, Playbox Theatre

