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

08 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:

601/3528/1  OCR Level 4 NVQ Diploma in Customer Service
601/3677/7  OCR Level 4 NVQ Diploma in Business Administration
601/3740/X  OCR Level 2 Diploma in Business Administration

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,

David Robinson
Chairman