

Myles McGinley
Product Management Qualifications Director
Pearson
One90 High Holborn
London
WC1V 7BH

10 September 2016

Dear Myles

Letter of support for the Pearson *BTEC level 2 Technical Certificate in Business Administration*

As an employer in the sector, we recognise the following qualification as being fit for purpose:

Pearson *BTEC level 2 Technical Certificate in Business Administration*

We confirm that this qualification will provide learners with the specialist knowledge, and give them the opportunities to develop the skills and behaviours that employers in the industry are looking for.

The qualification ensures that the learner can demonstrate relevant skills, behaviours and knowledge for a business administration role within our company, such as:

Office Assistant
Account Assistant

The qualification will also support the individual, should they chose to progress into further training, via a level 3 qualification or an apprenticeship, and is a good preparation for either progression route.

Yours sincerely



Stephen Hall
CEO
RPMC Europe Ltd.

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