

David Phillips  
VP, Pearson Work Based Learning & Colleges  
c/o Business Support and Improvement Team  
International House  
Middlemarch Business Park  
Siskin Parkway East  
Coventry  
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Ref: 54758 /HEXR15

31 July 2014

Dear David

**Letter of recognition for the Pearson BTEC Level 4 Diploma in Business Administration (QCF)**

As an employer in the sector, we recognise the following qualification as being fit for purpose and appropriate for our employees to undertake:

*601/3499/9 Pearson BTEC Level 4 Diploma in Business Administration (QCF)*

More specifically, this suits employees in administration roles across our organisation at bands 3 and 4. We can confirm that this qualification provides the right level of competence, meeting the needs of our business and the employee. It also fits into the national strategy of supporting bands 1 – 4.

For this reason, we value the qualification and see it as important to our business to ensure our employees in this role are appropriately skilled for the job and able to deliver to the standard that we expect.

We are happy for Pearson to use this letter in support of its work with the Skills Funding Agency, to ensure that this invaluable qualification can continue to be funded.

Yours sincerely

*Gail Richards*

Mrs Gail Richards  
**Engaging the Young Workforce Lead**