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David Phillips
VP, Pearson Work Based Learning & Colleges
c/o Business Support and Improvement Team
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Ref: 57827

01 July 2014

Dear David

Letter of recognition for the Pearson BTEC Level 4 Diploma in Business and 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, for the role of Administration Team Manager we expect our employees to be occupational competent and we can confirm that this qualification provides the right level of competence, meeting the needs of our business and the employee.

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.

The qualification will also support the employee, should they chose to progress in to further training, to assist them with their own development and progression in the workplace, into roles such as Office/Contract Manager.

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

Abbey Wicks
Quality Manager