

David Phillips
VP, Pearson Work Based Learning & Colleges
Pearson Work Based Learning and Colleges
Halley Court
Jordan Hill
Oxford
OX2 8EJ

20 July 2015

RE: Letter of recognition to support Pearson qualification inclusion for DfE performance tables

As an employer in the sector we recognise the following qualification as suitable for a young person between the ages of 16-19 who is studying full time / part time:

Pearson BTEC Extended Certificate in Principles of Working in Business Administration (QCF)

This qualification covers the skills and occupational knowledge needed for entry into a business administration role within Work Based Learning for Organisational Workforce Development. This qualification will place a young person in a favourable position when applying for jobs within our sector, or to progress onto apprenticeship programme such as an Intermediate Apprenticeship in Business Administration.

We support the inclusion of the above qualification for inclusion for the DfE performance tables and give our consent for this support letter to be made publicly available on the Pearson and DfE websites.

Yours sincerely



Angie Fox
Quality Nominee
Octagon Floor One
Shire Hall
Castle Hill
Cambridge
CB30AP