



## Northamptonshire County Council

David Phillips  
VP, Pearson Work Based Learning & Colleges  
Pearson Work Based Learning and Colleges  
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Please ask for: Jayne Low  
Tel: 01604 365853  
Our ref:  
Your ref:  
Date: 20<sup>th</sup> July 2015

Dear David

**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

Jayne Low

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