



RECOGNISING ACHIEVEMENT

Coventry Office
Westwood Way
Coventry
CV4 8JQ

Telephone 024 76 470033
Facsimile 024 76 468080
www.ocr.org.uk

For the attention of all Tutors for:
Business and Administration NVQ
Administration (Business Professional)
Award in Administration
HDAP

January 2010

Dear Colleagues

Business and Administration NVQ replacement qualifications

As you are aware the current suite of Business and Administration NVQs will expire for registration on 31 July 2010. All vocational qualifications will move to the Qualifications and Credit Framework (QCF) in 2010 and we are therefore redeveloping this suite in line with the requirements of the QCF.

The units and structure for the NVQ replacements have been developed by the Council for Administration (CfA) in conjunction with all NVQ awarding organisations. The units are based on the updated National Occupational Standards (NOS) which can be viewed on the [CfA's website: \(www.cfa.uk.com\)](http://www.cfa.uk.com). Draft versions of the units and structure will be available on our website by the end of February 2010 and we will provide further updates to centres throughout the redevelopment process.

Although the requirements of the QCF mean there are changes and updates to the qualifications, many of the functions of Business and Administration remain the same and this will be reflected in the content of the new qualifications. Further information on the QCF can be found on the [Qualifications and Curriculum Development Agency \(QCDA\) website: \(www.qcda.gov.uk/8150.aspx\)](http://www.qcda.gov.uk/8150.aspx)

In September 2009 we launched the QCF Administration (Business Professional) suite of qualifications, which replaced the old Awards, Certificates and Diplomas in Administration. Please note that the Administration (Business Professional) qualifications are **not** intended as the direct replacements for the Business and Administration NVQs, although you may also wish to consider this suite when planning your provision for 2010. Further information on the Administration (Business Professional) suite may be found at http://www.ocr.org.uk/qualifications/type/qcf/admin_bp/index.html

If you have questions about these qualifications please contact Kate McCormack (kate.mccormack@ocr.org.uk) or April Chaplin (april.chaplin@ocr.org.uk).

Yours sincerely

Kate McCormack
Qualifications Manager