

HEAD OF DEPARTMENT - BUSINESS AND ADMINISTRATION NVQs

July 2009

Dear Colleague,

ASSESSMENT STRATEGY AMENDMENTS:

Q5000189 - EDEXCEL LEVEL 1 NVQ IN BUSINESS AND ADMINISTRATION (100/5192/2)

Q5000190 - EDEXCEL LEVEL 2 NVQ IN BUSINESS AND ADMINISTRATION (100/5193/4)

Q5000191 - EDEXCEL LEVEL 3 NVQ IN BUSINESS AND ADMINISTRATION (100/5194/6)

Q5000192 - EDEXCEL LEVEL 4 NVQ IN BUSINESS AND ADMINISTRATION (100/5195/8)

I am writing to inform you the Council of Administration/CfA (the sector skills body who are responsible for maintaining and updating the standards in Business Administration) have revised the Assessment Strategy for Business Administration for the above mentioned NVQs from 1st August 2009.

The amendments made can be found in the attached document and the full length Assessment Strategy can be found on our website www.edexcel.com/quals/nvq/bus-admin which has the amendments highlighted.

For up to date details of all accredited Edexcel NVQs, please see the latest edition of the NVQ Accreditation Listing, which is on our website www.edexcel.com/quals/ in the NVQ section.

If you have any queries regarding this letter, please contact our Customer Services on 0844 576 0026.

Yours sincerely,



Shirley Eden
Senior Business Manager: WBL & Vocational