

# Download Certificate In Administration Level 2 For Ocr

Following a review of our qualification offer in the light of changes to market demand and funding arrangements, OCR has reluctantly decided that all qualifications in the Text Processing (Business Professional) qualifications are being withdrawn. The last date to register candidates is 31/08/2017. Certification is available until 31/08/2019. Please refer to the Notice to centres below for further information, including the last certification dates. Administration (Business Professional) Level 2 Certificate OCR (Qcf) What's Involved . This course is for you if you would like to have a career in office administration. You will study 5 units covering working in administration, written business communication, communicating with customers, organising business travel and accommodation and organising meetings. You will also study text ...Text Production and Word Processing units are externally assessed by OCR. Progression Opportunities Successful Learners may progress on to a Level 3 Award, Certificate or Diploma programme, typically in Administration.