

Educ8tions Ltd.



Awarding Organisation Certification Claim
and Name Change Policy
(AOCCaNCP)
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Document Control

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Change History

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0.1	01 st August 2016	First draft	Vonley Joseph
0.2	02 nd April 2018	Updated	Vonley Joseph

Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

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The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Awarding Organisation Certification Claim and Name Change Policy

It is the policy of Educ8tions Ltd that only the Head of Quality or the Director of Learning and Development will be the only person(s) to claim certificates and change names with any awarding body.

Name Changes: These will take place in accordance with the Name Change Procedure.

Certification Claims: These will take place in accordance with the Certification Claim Procedure.

These may be subject to alteration depending on Awarding Organisation needs and regulations. On rare occasions other members of staff may be asked to order certificates, in these circumstances, written communication will be given to approve this person(s).