

Educ8tions Ltd.



Changing the Learner's Name with Awarding Organisations
(CtLNwAO)
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Document Control

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Author: Vonley Joseph
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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

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Changing Learner Details with Awarding Body

Upon being advised by the learner that they require a change in their registration records with an awarding body the centre QAC or Administrator will:

Check the information to be changed with the learner by writing to the learner asking them to confirm in writing the details to be changed – name, post code, etc

The centre Administrator upon receipt of this information will use the awarding body provided form to advise the awarding body of the changes. This will require in the case of a name change:

- 1) Copy of the Marriage Certificate
- 2) Copy of a Divorce Decree Absolute
- 3) Copy of a Deed Poll document
- 4) Copy of a Birth Certificate

The form will be posted to the awarding body by Recorded Delivery with any relevant documentation or submitted electronically

The form will be copied into the centre registration file and a copy placed into the learner centre records file

Upon confirmation back from the awarding body of the changes a copy of this confirmation will be placed into the centre awarding body registration file and a copy placed into the learners centre records file

The Administrator will then advise the learner in writing and where appropriate copy the confirmation to them – a copy of this letter is to be placed on the learners centre records file

These records will be held in the centre records for a period of 7 years

