

CACHE

Correspondents Update Form

To help keep our records up to date please fill in the name of the person CACHE should write to regarding each of the areas below and return it to the Registration and Certification Team

Centre	
Centre/Site Name:	_____
Centre/Site Code:	_____

Confirmation of Nominated Correspondents

Examinations Correspondent

Examination papers and associated lists, External assessment results, General correspondence on Assessment Issues, supply of Candidate Registration forms, Confirmation of Registration, Mark Record Summary Sheets, Certificates, Diplomas, Circular and Information leaflets.

Name _____

Telephone _____ E-mail _____

Alternative Address (if different from centre address)

NVQ Centre Co-ordinator – Assessment Centres only

Forms for Update of Correspondents . Correspondence regarding Centre Registration Issues . QCA Common Accord . Candidate Registration forms . Certificates . Circular . Information leaflets

Name _____

Telephone _____ E-mail _____

Finance Correspondent

Invoices . Credit notes . Statements

Name _____

Telephone _____ E-mail _____

Alternative Address (if different from above)

Authorisation

Head of Childcare/
Centre Coordinator Name _____

Head of Childcare/
Centre Coordinator Signature _____

Date _____



Registration and Certification
CACHE
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St Albans, AL1 5GB
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Fax: 01727 818611
Web: www.cache.org.uk