

Request for Duplicate Certificate/Overview (Learners)

Please supply a duplicate certificate for the candidate indicated below.

Candidates must complete the details in all boxes to enable us to process your order.

Please note CACHE Terms and Conditions before placing your order.

1 Candidate's present name (please print clearly)

Candidate's Full Name (at time certificate was achieved) _____

Candidate's date of birth: _____ PIN/Cert No: _____

Name of Centre: _____

Qualification Title: _____

Year qualification achieved: _____ Daytime telephone number: _____

Email address: _____

Candidate's Present Name (please print clearly): _____

Candidate's Signature: _____ Date: _____

2 Candidate's current address (used for delivery)

Evidence of current name and address required.

Please attach a copy of a current utility bill (dated within the last 3 months), driving licence or similar with this form.

Current address: _____

Postcode: _____

3 Item required

Please tick item required:

Duplicate certificate – Please see current fees list on CACHE Web Site (www.cache.org.uk)
Price includes postage and packing

Transcript – Available for DNN and CCE pre 2000 and cannot be issued for qualifications before 1994. Separate transcripts not available for ADCE – course modules now listed on the reverse of the qualification certificate. **Price includes postage and packing**

Candidates who registered for DNN or CCE between September 1992 and 2000 and who did not complete the course, may apply for an Interim Transcript showing completed units and grades, if on record at CACHE. An A4 stamped addressed envelope should accompany the completed request form.

Additionally Overview Books can be purchased – see attached list on pages 3 and 4. **Prices do not include postage and packing and administration charges.** Please add £5.00 p+p to prices shown.

Note: If ordering a duplicate certificate and transcript for DNN and CCE pre 2000 at the same time only a single charge will apply.

4 Countersignature

(The counter-signatory must be your employer or a professional person or a person of standing in the community, eg bank or building society official, police officers, civil servants, ministers of religion and people with professional qualifications (teachers, accountants, etc.))

To be completed after the candidate has completed box 1. Checks may be carried out to ensure the details are correct, as a result we may need to contact you. You should not sign this form if you are a relative of the person applying.

Please check the form before you fill in this section.

Title: _____ Forename(s): _____

Surname: _____

Address: _____

Post Code: _____ Email Address: _____

Please state how long you have known the applicant _____ years

State your profession: _____ and if applicant's employer Yes/No

Daytime contact number: _____

Signature: _____

PLEASE NOTE THE FOLLOWING TERMS AND CONDITION BEFORE PLACING YOUR ORDER.

In the event of CACHE being unable to trace details supplied the above administration charge for your order is non-refundable so please ensure that all details are correct when completing this form.

Please order well in advance CACHE reserves up to 15 working days to complete an order once it is received in this office although you will generally receive your order earlier.

Your order must be made on the CACHE Request and Duplicate Certificate/Overview (Candidate) form.

Please ensure that you order carefully – CACHE does not operate a sale or return policy. If, after prior negotiation with CACHE an agreement is reached to return ordered goods CACHE reserves the right to charge for any costs incurred and for any goods returned.

You should inspect the delivery as soon as is reasonably practicable after delivery and must contact CACHE within 5 working days of delivery of the goods if you have any complaint or query with your order. CACHE will replace any faulty or incorrectly delivered goods.

Please send a cheque or postal order with your order, payable to CACHE.

Every effort is made to ensure the accuracy of prices and terms and conditions quoted, however, CACHE reserves the right to effect changes without prior notice. Prices, terms and condition excluding P&P charges in operation at time of receipt of order will be applied.

For enquiries please contact CACHE Tel: 0845 347 2123. Fax 01727 818611
Registered office: Apex House, 81 Camp Road, St Albans, Hertfordshire, AL1 1GB
Registered Company No. 2887166. Registered Charity No: 1036232

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Overview Books

The books listed below cover the course content of the awards and can be purchased in addition to duplicate certificate, if required.

Price	Code	Description of Overview Books	No. reqd
		2004 - 2005	
£5.50	E1204	Advanced Diploma in Childcare and Education (ADCE) Course Overview 04/05	
£4.00	F1201	Specialist Teaching Assistant (STA) Course Overview 04/05	
		2003 - 2004	
£5.50	E1072	Advanced Diploma in Childcare and Education (ADCE) Course Overview 03/04	
£4.00	F1078	Specialist Teaching Assistant (STA) Course Overview 03/04	
		2002 - 2003	
£5.50	E989	Advanced Diploma in Childcare and Education (ADCE) Course Overview 02/03	
£4.00	F914	Specialist Teaching Assistant (STA) Course Overview 02/03	
		2001 - 2002	
£5.50	E776	Advanced Diploma in Childcare and Education (ADCE) Course Overview 01/02	
£4.00	F778	Specialist Teaching Assistant (STA) Course Overview 01/02	
		2000 - 2001	
£5.50	E688	Advanced Diploma in Childcare and Education (ADCE) Course Overview 00/01	
£4.00	F690	Specialist Teaching Assistant (STA) Course Overview 00/01	
		1999 - 2000	
£6.50	C521	Certificate in Child Care and Education Course Overview/PERS September 1999 Edition 6	
£6.50	D490	CACHE Diploma in Nursery Nursing (NNEB) Course Overview/PERS September 1999 Edition 8	
£5.50	E522	Advanced Diploma in Child Care and Education (ADCE) Course Overview Sept 1999 Edition 6	
£4.00	F356	Specialist Teacher Assistant (STA) Course Overview/PERS September 1999 Edition 4	
£4.50	U564	Caring For Young Children (CFYC) - Combined Overview/Assessment Handbook 1999	
		1998 - 1999	
£6.50	C385	Certificate in Child Care and Education Course Overview/PERS Edition 5	
£6.50	D386	CACHE Diploma in Nursery Nursing (NNEB) Course Overview/PERS Edition 7	
£6.50	DS387	CACHE Diploma in Nursery Nursing (NNEB) Course Overview plus shortened PERS (for those entering the Diploma in the second year from NVQ Level 2 or the CACHE Certificate)	
£6.50	DP383	CACHE Pilot Diploma in Nursery Nursing Course Overview/PERS 1998/99	
£6.50	DPS384	CACHE Pilot Diploma in Nursery Nursing Course Overview plus shortened PERS (for those entering the Diploma in the second year from NVQ Level 2 or the CACHE Certificate)	
£5.50	E388	Advanced Diploma in Child Care and Education (ADCE) Course Overview 1998/99	
£4.00	F392	Specialist Teacher Assistant (STA) Course Overview/PERS 1998/99	
Price	Code	Description of Overview Books	No. reqd
		1997 - 1998	
£5.00	C295	Certificate Edition 4 - Certificate in Child Care and Education	
£5.00	D296	Diploma Edition 6 - CACHE Diploma in Nursery Nursing (NNEB)	

£3.50	DP308	Pilot Scheme Overview - CACHE Diploma in Nursery Nursing (NNEB), Edition 2	
£5.00	E297	ADCE Edition 3 - Advanced Diploma in Child Care and Education	
£3.50	F309	Specialist Teacher Assistant (STA) Overview, Edition 2 1996 - 1997	
£5.00	C219	Certificate Edition 3 - Certificate in Child Care and Education	
£5.00	D220	Diploma Edition 5 - NNEB Diploma in Nursery Nursing, Modular	
£3.50	DP252	Pilot Scheme Overview - NNEB Diploma in Nursery Nursing, Edition 1	
£5.00	E221	ADCE Edition 2 - Advanced Diploma in Child Care and Education	
£3.50	F259	Specialist Teacher Assistant (STA) Overview Edition 1 1995 - 1996	
£5.00	C151	Certificate Edition 2 - Certificate in Child Care and Education	
£5.00	D152	Diploma Edition 4 - NNEB Diploma in Nursery Nursing, Modular	
£5.00	E154	ADCE Edition 1 - Advanced Diploma in Child Care and Education	
£5.00	DNNP/1	1995 - The NNEB Diploma in Nursery Nursing (PILOT SCHEME) 1994 - 1995	
£4.00	CO15	Certificate Edition 1 - Certificate in Child Care and Education	
£4.00	DO14	Diploma Edition 3 - NNEB Diploma in Nursery Nursing, Modular	
		Year/Title of publication	
£4.00	D195	1993 - 1994 NNEB Diploma in Nursery Nursing, Modular	
£3.00	E353	1993 - NNEB Diploma in Post - Qualifying Studies Overview Edition 4	
£3.00	D130	1992 - 1993 NNEB Diploma in Nursery Nursing, Integrated (Exam)	
£3.00	D096	1992 - NNEB Diploma and Preliminary Diploma in Nursery Nursing	
£3.00	DPQ/OV1	1992 - NNEB Diploma in Post-Qualifying Studies Overview	
£3.00	CNP/OV2	1992 - NNEB Certificate in Nursery Practice Overview	
£3.00	D498	1991 - NNEB Diploma in Nursery Nursing Overview	
£3.00	CNP/OV1	1990 - NNEB Certificate in Nursery Practice Overview	
£3.00	CPS/OV1	1990 - NNEB Certificate in Playskills Overview	
£3.00	E202	1990 - NNEB Certificate in Post-Qualifying Studies Overview	
£3.00	D273	1988 - NNEB Certificate in Nursery Nursing Overview (May be useful for those who studied the NNEB before 1988 - comes with letter of explanation)	
£3.00	D359	1955 - NNEB Certificate in Nursery Nursing Overview (May be useful for those who studied the NNEB around 1955 - comes with letter of explanation)	

CACHE Use Only

Checked by: _____

Date checked: _____