

NVQ Centre Set Up Training 2010/2011

1 Day: **£180**+VAT

Venue: **Sheffield** Dates: Monday 6th December 2010

Suitable for teachers who are processing large numbers of NVQ candidates and wish to set their school up as a centre.

We talk you through the policies and documentation you need for your centre file and also the process for applying to become a centre.

Delegates need to bring a laptop as memory sticks with model documents for setting up a centre are issued on the day.

A second delegate from the same school such as an exams officer can attend for an extra £15 to cover the cost of catering.

TO BOOK, PLEASE RETURN THIS FORM BY FAX, EMAIL OR POST

Name	
Name of School	
Address	
Telephone	
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Email of Finance Manager	
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Payment: Please make cheques payable to 'The Vocational Language Company Ltd' or by bank transfer to:

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Payment to be received within 7 days. Thankyou!