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**RECAO Policy Document**

**Centre Update Form**

Document Reference Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Reference:** | | | AOPol\_UpDtFrm\_SC\_1021 | |
| **Date of Issue:** | | | January 2022 | |
| **Version:** | | | 1 | |
| **Date of Next Review:** | | | December 2025 | |
| **Document Owner:** | | | RECAO Responsible Officer | |
| **Contact:** | | | [centres@rec.uk.com](mailto:centres@rec.uk.com) | |
| **Address** | | | RECAO, 20 Queen Elizabeth Street, London, SE1 2LS | |
| **Associated Conditions:** | | | C1 & C2 | |
| **Application Form is for the use of:** | | | Prospective organisations applying to deliver RECAO Qualifications or End-Point Assessments | |
| **Associated Policies:** | | | Centre Handbook, Centre Agreement, Qualification Specifications | |
|  | | |  | |
| **Date** | **Owner** | **Section** | | **Amendment** |
| **03/01/2022** | SC |  | | New Document |
|  |  |  | |  |

# Organisation Details

|  |  |
| --- | --- |
| **Centre Details** | |
| Centre Name |  |
| Centre Number |  |
| Full Name |  |
| Job Title |  |
| Telephone (inc. Ext) |  |
| Mobile Number |  |
| Email Address |  |

# Change of Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which details do you want to amend? (tick all that apply)** | | | | |
| Centre Name |  | Changes to Centre Staff: | |  |
| Centre Address |  | Head of Centre/Main Centre Contact | |  |
| Centre Telephone |  | Finance | |  |
| Centre Email Address |  | Teaching/Assessing Staff\* | |  |
| Delivery Sites |  | Quality Assurance Staff\* | |  |
| Third Party Arrangements |  |  | |  |
| **Please provide details of the change(s)** | | | | |
|  | | | | |
| When did these changes take effect? | | |  | |
| \*Please provide copies of the new staff members CPD with this form | | | | |

# Declaration

|  |  |
| --- | --- |
| I confirm that the information I have provided in this document is wholly accurate and I understand that providing false information and declaration could lead to referral to the malpractice and maladministration, and sanctions policies.    Any implemented compliance activities and imposed sanctions maybe reported to the Qualifications Regulators and other Awarding Organisations. | |
| Signature |  |
| Printed Name |  |
| Position |  |
| Date |  |