



December 2007

Dear Examinations Officer

In order to enhance services to customers, ABC Awards is planning to improve the administration of its portfolio by locating the administration of qualifications within the same sector, within one office.

It is planned that over time the offices will deal with qualifications in the following sectors:

- Reading Audio Visual, Art and Design, Fashion and Graphic Design
- Taunton Health and Social Care (including Youth Work, Counselling, Reflexology)
- Chorley Land Based, Catering
Construction, Engineering (including Welding and Motor Vehicle), Business, Languages, Basic Skills and Skills for Working Life

In moving towards this goal an initial transfer of qualifications will take effect from 01 January 2008 as indicated below. There will be no changes to any moderation or verification visits that have already been arranged. Any communications with ABC should be directed to the new administering office from 01 January 2008.

For centres affected, your new qualifications administrator will contact you in due course. Meanwhile please circulate this information to all tutors responsible for ABC Awards qualifications at your centre.

Transfer to the Reading Office from Chorley: Levels 1&2 Art, Design and Creative Studies Levels 2&3 Fashion Retail Levels 1&2 Sewing & Textiles Levels 2&3 Pattern Cutting NVQ Level 2 Manufacturing Sewn Products Level 2 International Fashion Studies	Transfer to the Nottingham Office from Reading: Any Customised Provision not related to the sectors above and Health and Social Care
Transfer to Nottingham from Chorley: Levels 1&2 Book-keeping Entry Level 1 Life Skills Entry Levels 2&3 Skills for Working Life Entry Level Plastering	Transfer to the Taunton Office from Chorley: All NQF accredited Counselling qualifications

Yours sincerely

JULIE LLOYD
Director of Operations