

December 2007



Dear Colleague

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
Nottingham	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.

If you need to contact the ABC Office please use your existing contacts until 14 December, but thereafter please send all communications to the relevant contact (as listed below) at the new administering office. The new qualifications administrator will contact you in due course.

Chorley Office

Vivien Dickson
Tel: 01257 244905
Email: viviend@abcawards.co.uk

Nottingham Office

Chris Gray
Tel: 0115 854 1621
Email: chrisg@abcawards.co.uk

Reading Office

June Allen
Tel: 0118 378 6359
Email: junea@abcawards.co.uk

Taunton Office

Lejanne Houweling
Tel: 01823 347956
Email: lejanneh@abcawards.co.uk

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