



**To subcontractors**

In order to enhance its 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 1st 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 1<sup>st</sup> January 2008.

If you need to contact the ABC Office please use your existing contacts until 14 December 2007, 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](mailto:viviend@abcawards.co.uk)

Nottingham Office  
 Chris Gray  
 Tel: 0115 854 1621  
 Email: [chrisg@abcawards.co.uk](mailto:chrisg@abcawards.co.uk)

Reading Office  
 June Allen  
 Tel: 0118 378 6359  
 Email: [junea@abcawards.co.uk](mailto:junea@abcawards.co.uk)

Taunton Office  
 Lejanne Houweling  
 Tel: 01823 347956  
 Email: [lejanneh@abcawards.co.uk](mailto:lejanneh@abcawards.co.uk)

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