

City & Guilds Technical Qualifications

Contact update form

We request this form to be completed by all centres intending to deliver Technical Qualification for the 2018 -19 academic year. We'd like to keep in touch with you so that you don't miss out on key communications designed to support your delivery.

We will treat your personal data with the utmost care and privacy. We will only process your personal data in accordance with our privacy policy available [here](#), and you may change your preferences or unsubscribe at any time, just contact the Technical & Moderation Support team on 01924 206 719 or email moderationsupport@cityandguilds.com.

Centre details

Centre Number (6 numerals plus any suffix letter)	
Full Centre Name:	

Main contact person for Technical Qualifications

This is the person within your centre nominated to receive all communications in regards to Technical Qualifications - similar to a Quality Contact. They would have the responsibility to disseminate information within the centre and be first point of contact for City & Guilds queries.

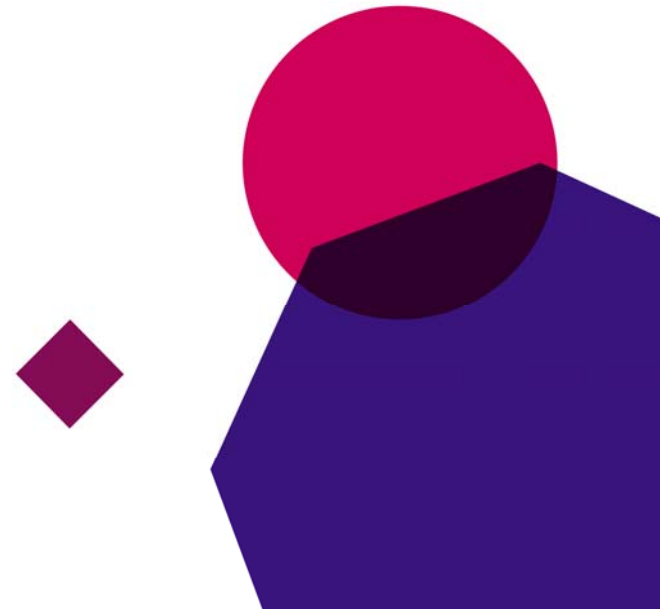
Name:	
Job Title / Role:	
Email Address:	
Contact Number:	

Moderation Portal contact person

The Moderation Portal is the online platform which facilitates the upload of marks and evidence for the moderation process. Please provide the name and email address of the person you wish to assign as the main point of contact for the Moderation Portal. This contact will have access to the main centre account and all records for Technical Qualifications for your centre.

This person will receive the initial account details, user guide and be responsible for setting up additional user accounts for all other staff within your centre. Please refer to the latest version of the Moderation Portal user guide for more detail.

Name:	
Email Address:	



Additional contact persons

Please use the section below to identify contacts responsible for your Technical Qualifications. Dependent on the role and department provided, we will tailor our communications accordingly. If email address and contact numbers are not provided, we may find it difficult to contact you with relevant information regarding the qualifications you deliver.

Please choose the job role that best fits your role within your centre. You can provide additional detail if required in the 'specifics' column.

First name	Last name	Email address	Contact number	Job role	Subject area	Specifics
<i>Ann</i>	<i>Other</i>	<i>Ann.other@email.com</i>	<i>01234 567 890</i>	<i>Tutor</i>	<i>Land & Animal</i>	<i>Equine only</i>

Declaration

By submitting this form to us you agree:

- the information provided is correct and accurate,
- you are authorised to submit this form on behalf of the centre,
- you have contacted those listed on the above form and they have given consent to be contacted by City & Guilds by email and/or by telephone regarding matters relating to the delivery, assessment and moderation of City & Guilds Technical qualifications, and
- you authorise City & Guilds to share selected contact details with consultants involved in the moderation process and internal parties within the City & Guilds Group where genuinely necessary.

Name:	
Job title:	
Date:	