**FIRST VISIT/ REMOTE TO CENTRE**

**EMAIL TEMPLATE**

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| Dear <<insert centre contact name>>  I am writing to introduce myself. I am your City & Guilds External Quality Assurer for <<enter qualification name and number>>.  I would like to agree a date for a << sampling visit/remote sampling activity- delete as appropriate>>. I would like to carry this out on <<enter day, date and time>>. I hope this is suitable for you? If not, please suggest an alternative date.  If the centre is using Learning Assistant insert the following text:  To give me access to your Learning Assistant, please create my profile within ‘Team Manager’ and allocate the relevant learners. Please send me your Learning Assistant link and log in details. I will need access from << day, date>>to<< day, date>>. If you need any support in setting this up, please contact the Learning Assistant support team on 01413415730 or [**learningassistantsupport@cityandguilds.com**](mailto:learningassistantsupport@cityandguilds.com). After my remote sampling activity, you will be able to run a report within Learning Assistant called the ‘EV Activity Report’.    My contact details can be found below.  I look forward to hearing from you.  Kind regards  <<insert your name>>  City & Guilds External Quality Assurer  Mobile Telephone Number:  Email: |