

*Internal Data Request  
SQA Change of Course/Units*

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| NOTE: For best results and to avoid delay in processing, this form can be downloaded from our website: [www.childcentraltraining.co.uk/about/forms](http://www.childcentraltraining.co.uk/about/forms) and completed on the computer and emailed to [katrina@childcentraltraining.co.uk](mailto:katrina@childcentraltraining.co.uk). If written out, the form should be completed using BLACK INK and BLOCK CAPITALS. |

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| **Form Completed by:** | **Date Submitted** | ***Date Acted On***  ***(For Office Use Only)*** |
| Click here to enter text. | Date | Date |

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| Candidates are only registered with SQA once the class has 'settled' and the assessor believes that all remaining candidates will complete the course. This form needs to be completed by assessors and sent to Child Central Training. This form is just for individuals/groups who are doing the same units. |

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| **Class Information** | | |
| Class Name on MOODLE | Year Started | Expected Completion Date (month/year) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **What Would You Like To Change** |
| SQA Group Code Registration  SQA Unit Code Registration |
| **Please Detail the Proposed Change** |
| enter code. |

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| **Candidate Names** | | | | |
| **Name** | **SCN Number** | **Name** | | **SCN Number** |
| Click here to enter text. | SCN. | | Click here to enter text. | SCN. |
| Click here to enter text. | SCN. | | Click here to enter text. | SCN. |
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| **Additional Information** |
| Click here to enter text. |

F*orm Last Updated August 2017 by Alison Stewart*