



Change Training Date - BTEC NG, QCF & NQF, CQR

Select alternative date for training

June 20, 2017-Associate Support

Issue

I am no longer available to attend training on the day I booked and need to select an alternative date.

FAQ

How do I change my training date when I have already booked to attend?

You will be required to contact the Capita Events team advising them of your preferred date:

Capita Events - Event Manager

Tel: 0844 793 8000 ext 4861

Mobile: 07753 301 999

Email: EventRegistration.travelandevents@capita.co.uk

I would like to change my training date and I have already booked hotel accommodation?

To cancel or change your accommodation booking, please follow the process explained in the event booking confirmation you received.

I would like to change my training date and I have already booked rail/flights, how should I change my ticket?

Contact the support team on 0330 3900 001 or capitatravelsupport@capita.co.uk

I am unable to attend any of the available dates for standardisation?

You will be required to contact the Capita Events team on, advising them that you are unable to attend the available dates. If further events are organised for this sector, we will contact you to let you know:

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Tel: 0844 793 8000 ext 4861

Mobile: 07753 301 999

Email: EventRegistration.travelandevents@capita.co.uk