



Change of Details Form – Not to be used for change of venue address

Under a centre's approval agreement, it must give the Awarding Body notification of any changes that may effect the verification of candidates within a centre.

Below is a list of changes that should be notified to the Awarding Body and suggestions of evidence that should be provided.

- **Change of centre name** - Evidence submitted should include details of previous name, new business name and official documentation demonstrating the change.
- **Change of centre address** – If you are notifying Pearson of a change of address you will be required to complete a new Venue Approval form. We are unable to accept notification of a change of address on this form as your new venue requires approval.
- **Change of key staff within centre including person of responsibility, internal verifiers and assessors** – Evidence should include contact details for any change to the person of accountability for the centre.

Change of Details Form

(Please complete and return to Pearson Centre Approvals team)

Type of change	Change details	Evidence submitted	Date of change

Print Name _____

Date _____

Centre Code _____

Signature _____