SFJ Awards Enquiry Form

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| Guidance and Instructions |
| Before completing this form it is important that you have read the SFJ AwardsEnquiries and Appeals Policy which is available on our website ([www.sfjawards.com](http://www.sfjawards.com)). |
| This is the first stage of the enquiries and appeals procedure and should only be used if you have an enquiry about an assessment decision or other decision made by SFJ Awards. |

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| **Completion of Form**  |
| SFJ Awards wants to answer all enquiries in full. Please provide as much information and detail as possible. |

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| **Centre Details:** |
| Centre Name  |  |
| Centre Number |  |
| Contact Name |  |
| Contact Job Title |  |
| Contact’s Email Address |  |  |
| Contact’s Phone Number |  |  |

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| **Qualification Details:** |
| Qualification Title |  |  |
| Qualification Number |  |  |

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| **Learner Details:** |
| Name of Learner |  |  |
| Learner Registration Number |  |  |

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| Details of Enquiry:(please explain as fully as possible) |
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**Declaration**

I accept that SFJ Awards will process and store the information provided in an

electronic format. I agree that it may be used for any purpose deemed relevant to this enquiry.

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| Signed: |  |  |
| Full name: (block capitals) |  |  |
| Job Title: |  |  |
| Date: |  |  |