



## Staffing Update Record (for Qualifications only)

If you have a **CHANGE OF COORDINATOR** please complete the 'Change of Details Form' which can be found on the ASDAN website under Centre Registration.  
**This form is to be used to record:** details and signatures of current staff; staff changes; details of new staff and signatures; staff no longer involved in the qualification.

<b>Centre Name:</b>	<b>Centre Number:</b>
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First Name <small>Please PRINT name</small>	Surname <small>Please PRINT name</small>	Signature <small>A signature MUST be provided</small>	Relevant Qualifications/Experience and Training	ASDAN Qualifications <small>Please tick the qualification that the staff member will be involved with</small>	Check box if new staff <input checked="" type="checkbox"/>
				<input type="checkbox"/> Personal Progress <input type="checkbox"/> Diploma in Life Skills <input type="checkbox"/> PSD <input type="checkbox"/> Employability <input type="checkbox"/> CVQ <input type="checkbox"/> CoPE/AoPE <input type="checkbox"/> Wider/Key Skills <input type="checkbox"/> Basic Skills	<input type="checkbox"/>
				<input type="checkbox"/> Personal Progress <input type="checkbox"/> Diploma in Life Skills <input type="checkbox"/> PSD <input type="checkbox"/> Employability <input type="checkbox"/> CVQ <input type="checkbox"/> CoPE/AoPE <input type="checkbox"/> Wider/Key Skills <input type="checkbox"/> Basic Skills	<input type="checkbox"/>
				<input type="checkbox"/> Personal Progress <input type="checkbox"/> Diploma in Life Skills <input type="checkbox"/> PSD <input type="checkbox"/> Employability <input type="checkbox"/> CVQ <input type="checkbox"/> CoPE/AoPE <input type="checkbox"/> Wider/Key Skills <input type="checkbox"/> Basic Skills	<input type="checkbox"/>
				<input type="checkbox"/> Personal Progress <input type="checkbox"/> Diploma in Life Skills <input type="checkbox"/> PSD <input type="checkbox"/> Employability <input type="checkbox"/> CVQ <input type="checkbox"/> CoPE/AoPE <input type="checkbox"/> Wider/Key Skills <input type="checkbox"/> Basic Skills	<input type="checkbox"/>
				<input type="checkbox"/> Personal Progress <input type="checkbox"/> Diploma in Life Skills <input type="checkbox"/> PSD <input type="checkbox"/> Employability <input type="checkbox"/> CVQ <input type="checkbox"/> CoPE/AoPE <input type="checkbox"/> Wider/Key Skills <input type="checkbox"/> Basic Skills	<input type="checkbox"/>

Please keep us up to date about staff who have left or stopped working with the Qualification by completing details below:

<b>Staff who have left:</b>	<b>Staff who no longer deliver ASDAN Qualifications at present:</b>
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**Please note it is not necessary to complete this form for Award Programmes such as Bronze/Silver, Short Courses, TI & TC etc.**