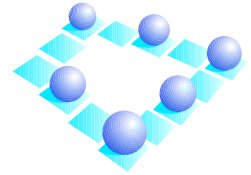


**FOOD & DRINK
QUALIFICATIONS**

APPLICATION FOR THE ISSUE OF A REPLACEMENT CERTIFICATE



**MEAT
TRAINING
COUNCIL**

GUIDANCE TO THE LEARNER / APPROVED CENTRE/SATELLITE

The certificate which Food and Drink Qualifications (FDQ) or the Meat Training Council (MTC) issues as proof of the conferment of an award is a unique and valuable document which should be carefully preserved by its recipient. The certificate is the property of the Awarding Organisation. Under no circumstances will FDQ/MTC issue additional copies or duplicates to any learner applicant holding an original certificate.

The loss or destruction of a certificate is a serious matter and a replacement will only be issued at the discretion of the FDQ/MTC. FDQ/MTC will consider each application and may decide either to issue a letter confirming the original award or a replacement certificate. Replacements have precisely the same standing as the original. FDQ/MTC reserves the right not to issue a replacement or to specify reasons for its decision.

Applications for the issue of a replacement certificate must be directed to the Awards Executive of Food and Drink Qualifications / the Meat Training Council. It is essential that the following is supplied:

1. Learner Registration number
2. Learner Name
3. Centre/Satellite Name
4. Title of Qualification
5. Q number of Qualification (where applicable)

Please note that replacements for certificates dated prior to 1st September 1993 will receive a letter of confirmation as a replacement and not a certificate.

Where a replacement certificate is being requested to correct the learner name, this must be amended first by the centre using the Mallion system – see section 9 of the centre handbook for full instructions on changing learner registration details.

All learner applicants must provide the following:

1. Replacement certificate application form (for use by learners) with all relevant sections completed
2. A cheque/postal order for £22.50, made payable to Food and Drink Qualifications

Together with either

- ◆ The damaged or defaced certificate
- ◆ Statement why no original certificate is being returned

If you have any queries, please contact the Awards Executive, Food & Drink Qualifications, PO Box 141, Winterhill House, Snowdon Drive, Milton Keynes, MK6 1YY. Tel: 01908 231062. Fax: 01908 231063. E-mail: info@fdq.org.uk

REPLACEMENT CERTIFICATE APPLICATION FORM

To be completed by all applicants in **TYPE** or **BLOCK CAPITALS** only

FDQ/MTC Learner Registration number: _____

Full name: _____

Address: _____

Postcode: _____

Daytime Tel No: _____

Title of Qualification: _____

Q Number (if applicable): _____

Date achieved: _____

Certificate ID number: _____

Approved Centre Name: _____

Satellite name: _____

(if applicable)

Original certificate returned: **YES** or **NO** *(please circle)*

Where **YES**, please record why a replacement is being requested:

If **No**, please state the reasons why:

I hereby undertake that, should a replacement certificate be issued and my original certificate is subsequently found, I will return the replacement to FDQ/MTC and do solemnly and sincerely declare that.

Signature:

Date: