

AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.



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Be Enterprising, Work in Partnership, Achieve Excellence

In accordance with the above notification

THE CITY OF LEICESTER COLLEGE

Will destroy ALL certificates unclaimed after 12 months from the date of the correspondence informing students that their certificates are available for collection.

Secure method of destroying unclaimed certificates: Shredding