



*This form should only be used by approved VTCT centres with current direct claims status*

**Please use only one VT08 for each qualification claimed.  
Unit boxes need only be completed where a qualification contains optional units (e.g NVQs)**

**Certificate claim form - VT08** *(This form must be completed in black/blue ink in BLOCK CAPITALS)*

**Section 1 – Centre details**

<b>Centre name</b>			
<b>Centre address</b>			
<b>VTCT Centre number</b>		<b>Postcode</b>	
<b>Contact name</b>			
<b>Position</b>		<b>Telephone</b>	

**Section 2 – Qualification claimed**

VTCT Qual no.  QAN number

Qualification title (including level)

**Section 3 - Candidate details**

Candidate full name	VTCT registration no.	Unique Learner Number or Scottish Candidate Number	Optional units claimed (if applicable)

**Internal Verifier details**

Name .....

IV number .....

Signature .....

<b>Internal Verification date</b>	
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