

Centre Senior Designated Contacts

Key roles and responsibilities



Senior Designated Contact (SDC)

This person must have the authority to access all information and progress decisions swiftly throughout the academic year for all matters relating to the delivery of qualifications.

They must hold a senior position within the centre, such as a Senior Leadership Team (SLT) representative with responsibility for qualifications delivery or a Deputy Head / Vice Principal.

All escalations will be made to this person for any issues that arise during the academic year.

They will take overall accountability to ensure;

- All estimated completion data is submitted accurately by the published deadline as part of the Checkpoints.
- That all relevant assessment marks, grades and evidence are submitted to us no later than the published deadline.
- Every student has marks / grades submitted to enable them the opportunity to complete B/E2 qualifications.