

22 March 2007

To: SQA Co-ordinator

Action by Recipient	
<input checked="" type="checkbox"/>	Response required
<input type="checkbox"/>	Note and pass on
<input type="checkbox"/>	None — update/information only

Contact: Julie Carruth
Direct line: 0845 213 5467
E-mail: julie.carruth@sqa.org.uk

The contents of this letter should be passed to the member of staff responsible for SVQs in Business and Administration.

Dear Colleague

Regional Support Event: SVQs Business and Administration levels 1–4

A series of events have been arranged to support the SVQs in Business and Administration. These events are being held in April and May 2007 and will start at 1000 hours and finish at 1530 hours.

You can reserve a place at the events by, copying as appropriate and, completing the attached delegate forms and returning them to SQA by **16 April 2007**.

If you require further information, please do not hesitate to contact me at the number above.

Yours faithfully



Julie Carruth
Qualifications Officer — HN/VQ Business & IT

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SVQ BUSINESS AND ADMINISTRATION REGIONAL SUPPORT EVENTS

Date	Venue
Wednesday 25 April 2007	Menzies Hotel, Glasgow
Thursday 26 April 2007	Murrayfield Stadium, Edinburgh
Wednesday 2 May 2007	Pittodrie Stadium, Aberdeen

Delegate Registration Form

Please return the form by **Monday 16 April 2007**

Name: _____

Designation: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Please indicate if you have any special dietary requirements:

Venue: _____

Please return your registration form to: Christine Collins
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ