

Building a total  
curriculum  
solution for  
your Diploma  
success



## The Diploma

# Support and training services

Edexcel  
One90 High Holborn, London WC1V 7BH

Online enquiries: [www.edexcel.com/contactus](http://www.edexcel.com/contactus)  
Diploma enquiries: 0844 576 0028  
Fax: 020 7190 5700  
[www.edexcel.com](http://www.edexcel.com)

Further copies of this publication are available  
from Edexcel Publications  
Tel: 01623 467 467  
Fax: 01623 450 481  
Order code: DP023111

Edexcel Limited. Registered in England and Wales No. 4496750  
Registered office: One90 High Holborn, London WC1V 7BH

### About Edexcel

Edexcel is a Pearson company and the UK's largest awarding body. We offer academic and vocational qualifications and testing to schools, colleges, employers and other places of learning here and in over 85 countries worldwide.

## Getting started with Diplomas or need advice?



### Your own contact person

Your Curriculum Development Manager (CDM) is available locally for curriculum planning and qualification advice. Your Diploma Awarding Body Centre Support Officer (DAB CSO) supports all Diploma colleagues in your centre and will answer your administrative queries and will help to address specific training needs. To contact your DAB CSO, please email [Diplomaops@edexcel.com](mailto:Diplomaops@edexcel.com).

### Contact Centre

Our Contact Centre has a dedicated Diploma hotline: **0844 576 0028**.



### Assignment Review Service

This is a free service where we provide feedback and commentary on your draft assignments/schemes of work, to help ensure your learners can provide evidence across the required criteria. For further information visit [www.edexcel.com/assignmentreview](http://www.edexcel.com/assignmentreview).

## Need some answers?



### Diploma Live Chat Service

You can now message the Edexcel Diploma Centre Support Officers at [www.edexcel.com/diplomalivechat](http://www.edexcel.com/diplomalivechat) and receive an immediate response to any queries relating to the administration of the Diploma. Diploma Live Chat is available weekdays from 08:30 until 17:00. Subject specific queries should still be directed to Ask the Expert.

**Diploma**  
expert live chat service



### Ask the Expert

This email support service gives you the opportunity to ask a senior examiner or moderator any subject specific query you may have regarding Principal Learning. Access the service at [www.edexcel.com/ask](http://www.edexcel.com/ask).

We also offer some additional subject support for Principal Learning through our Subject Advisor teams in IT, Sport and Active Leisure and Business Administration and Finance. The contact details are listed at [www.edexcel.com/subject-advisor](http://www.edexcel.com/subject-advisor).



### Diploma website

Our Diploma website includes information on all components of the Diploma: the latest news, specifications, sample assessment materials, training events and published materials. Please visit [www.edexcel.com/diplomas](http://www.edexcel.com/diplomas).

## Planning your training and professional development?



### Diploma training from Edexcel

In addition to a full national programme of Diploma training and development events, we offer a free consultancy service and customised training packages for all consortia. For further information please visit [www.edexcel.com/diplomatraining](http://www.edexcel.com/diplomatraining).

## Making the most of our Diploma resources?



### Tutor Support Materials

These free materials, available on the website and designed to help with effective delivery, include exemplar assignments for every unit, schemes of work, delivery guidance, study plans and other subject specific materials. For further information visit [www.edexcel.com/diplomas](http://www.edexcel.com/diplomas) and click on the line of learning that is relevant to you.



### Edexcel's own published resources

Our published resources, covering a range of the Principal Learning qualifications, offer in-depth support for planning, delivery and assessment, as well as providing a bank of activities and worksheets that can be customised and tailored for your learners. **Every Edexcel centre receives a 25% discount on Diploma Student Books.** Please visit [www.edexcel.com/diplomas](http://www.edexcel.com/diplomas).



### Diploma Learner Tracking

Our Diploma Learner Tracking system helps you ensure your learners get their Diploma results when needed. It provides an overview of component entries and identifies what will prevent a learner from aggregating. Also available is a list of activities that will resolve outstanding administration issues. The system is accessible by any delegated user, enabling interaction across the consortium or Local Authority. Diploma Learner Tracking can be accessed free through your **Edexcel Online** account when you choose Edexcel to be your Diploma Awarding Body.