

Our ref: HH/11  
Your ref:

19 August 2011

Miss Melissa Townson  
Melissa Townson Training  
Scheme Farm  
Dearham  
Maryport  
Cumbria  
CA15 7JQ



Centre number: 61073

Dear Miss Townson

## Completed audit report response

Thank you for completing the Centre Self-assessment Audit form and including the relevant documentary information. I can confirm that the information provided complies with all assessed criteria and that you have no further requirements to answer.

Your documentation was of an excellent standard and you should be commended on this.

As you must realise, this audit is a snapshot of your procedures and documentation at a certain time. I am sure that to maintain the quality associated with your centre, you will continue to monitor, review and take actions on all of your administration and training systems.

I wish you well in your future training and hope you found the audit useful.

Yours sincerely

A handwritten signature in black ink that reads "Helen Hartropp".

Helen Hartropp  
Quality Assurance Manager

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