

10<sup>th</sup> October 2024

Dear Colleague

**RE: SEG Awards Level 4 Diploma in Therapeutic Counselling 603/5029/5 – ATOM Submissions and ORS marking requests of unit 7 (Placement) during the restive period.**

We're committed to providing the best service possible. To achieve this and to allow you plenty of time to plan ahead, we're announcing our planned closure at [Skills and Education Group](#), [Skills and Education Group Awards](#), [Skills and Education Group Access](#), and [BIIAB](#) during the festive period.

### **Christmas and New Year Closure**

Tuesday 24 December – Wednesday 1 January.

Normal service will resume from Thursday 2 January 2025.

### **ATOM portfolio submissions and ORS marking requests.**

The final date for submitting a marking request via ORS and to have a result processed on or before Monday 23 December is Wednesday 13 November. Requests received after this date may not be processed until 2 January 2025 onwards.

If you have any queries before we close please do not hesitate to get in touch.

Regards

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