



APPLICATION FORM

APPROVED ASSESSMENT CENTRE



Please complete in **BLOCK CAPITALS** using a ball point pen.

Each Sports Leaders UK course must be registered through an Approved Assessment Centre (AAC) for quality assurance purposes. This form may also be used to update Sports Leaders UK of any details that have changed to your current AAC status.

* Please turn to the back page for more information about our **Privacy Notice**

SECTION 1 - ORGANISATION DETAILS

1.1 Approved Assessment Centre Details:

Name of Organisation	
Approved Assessment Centre ID Number (if known)	
Address	
Postcode	
* Email	
Telephone number	
Fax number	

1.2 Organisation Type (Please tick one only):

<input type="checkbox"/> Education/School	<input type="checkbox"/> HM Prison Service
<input type="checkbox"/> Local Education Authority	<input type="checkbox"/> Local Authority (Other, please specify)
<input type="checkbox"/> FE College	<input type="checkbox"/> Armed Forces
<input type="checkbox"/> University/HE	<input type="checkbox"/> Outdoor Pursuits Centre/Duke of Edinburgh Award Scheme
<input type="checkbox"/> Statutory Youth Service	<input type="checkbox"/> Overseas
<input type="checkbox"/> Voluntary Youth Service	<input type="checkbox"/> Dance
<input type="checkbox"/> Youth Offending	<input type="checkbox"/> Other, please specify

1.3 Centre Course Manager (CCM):

The Centre Course Manager (CCM) is the person responsible for the administration of course applications and who has ultimate responsibility for checking all relevant safety/insurance conditions have been met at the site before the course is allowed to run.

Forename	Surname
Job Title	* Date of Birth
Telephone	Fax
* Email	

1.4 Details of Course site:

It is possible that an Approved Assessment Centre may have a number of courses being delivered at different sites in their local area and each one of these needs to be registered with Sports Leaders UK. Please complete the following information to register a course delivery site under your Approved Assessment Centre status.

Name and address of site
Postcode
Organisation Type:

1.5 Physical resources of the course delivery site:

Please provide details of:
Facilities for course delivery (appropriate facilities include: sportshall/gym/outdoor area):

Equipment available to be used for course delivery (please ensure a variety of equipment is available and in good condition):

SECTION 2 - ROLES

2.1 Trained Tutor:

At least one tutor per Approved Assessment Centre must have attended a Sports Leaders UK tutor training course.

If same as CCM (1.3) tick here, otherwise complete below:

Forename		Surname	
Job Title		* Date of Birth	
Telephone		Fax	
* Email			
Has the nominated Tutor attended Tutor Training in the last three years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Date of training		Venue	
Have they received training for any of the qualifications?	<input type="checkbox"/> SL	<input type="checkbox"/> CSL	<input type="checkbox"/> HSL <input type="checkbox"/> BEL <input type="checkbox"/> DANCE

2.2 Internal Verifier:

The Internal Verifier (IV) is a person, internal to your AAC, who has no involvement in delivering any part of the course. Their role is to verify the candidate assessment decisions being made by the Tutor/Assessor by making at least two course visits. One visit is required if the course is delivered over one week.

Forename		Surname	
Job Title		* Date of Birth	
Telephone		Fax	
* Email			

2.3 Tutor/Assessor for the site:

The Tutor/Assessor is the main tutor of the course and needs to be accredited by a Sports Leaders UK External Verifier. If you are a new Tutor/Assessor an accreditation visit is necessary.

If same as CCM (1.3) tick here, otherwise complete below:

If same as Trained Tutor (2.1) tick here, otherwise complete below:

Forename		Surname	
Job Title		* Date of Birth	
Telephone		Fax	
* Email			

2.4 Candidate Records:

Details of all course candidates must be kept for auditing purposes. Five years is the recommended time for keeping records. Please identify the systems/procedures you have put in place to ensure the accuracy and security of candidate records.

Name of person responsible for keeping the records:	
Evidence kept, (eg registration details, assessment records, etc)	
How long for?	
Specify security and access arrangements for candidate records:	
<input type="checkbox"/> Locked filing cabinet	<input type="checkbox"/> Password protected computer documents <input type="checkbox"/> Other, please specify

Continue overleaf

SECTION 3 - APPROVED ASSESSMENT CENTRE INSURANCE DETAILS

3.1 Authorisation

This section must be completed and signed by the appropriate authorised person (e.g. Centre Course Manager, Bursar, Finance Officer, or Head Teacher) within the organisation who can confirm the provision of insurance cover as detailed below.

Do you have insurance to cover you against public liability or any similar liability arising from your activities as an Assessment Centre, or the activities of your tutors at the centre?

Please tick YES NO Cover is for £5 million. Please tick YES NO

Signed on behalf of the organisation:

Surname	Forename	Title
Job Title		
Signature	Date	

SECTION 4 - APPROVED ASSESSMENT CENTRE POLICY DETAILS

4.1 Declaration (to be signed by the Centre Course Manager on behalf of the centre)

I declare that the information contained in this application is correct and current, and that I am authorised to sign on behalf of the centre.

The centre agrees that:

- This application will, if accepted by Sports Leaders UK, form the Agreement between the centre and Sports Leaders UK, and that the centre will submit an updated application form if there are any changes to the information.
- It will operate according to Sports Leaders UK policies, regulations, requirements and procedures set out in the AAC Guidelines document and relevant Tutor Resource Pack(s) issued by Sports Leaders UK, and any revisions or additions to these policies, regulations, requirements and procedures which apply from time to time.
- The centre has in place an Equality Policy, Child Protection Policy, a Health and Safety Policy and insurance cover for the required figures for both venue and tutors.

I understand that:

- There is an Annual Approved Assessment Centre fee. Details are available at www.sportsleaders.org
- It is my responsibility as the Centre Course Manager to check that all the facility requirements for the site(s) have been met before the course is allowed to proceed.
- It is my responsibility as the Centre Course Manager to ensure that a course application form is completed for every course.
- It is my responsibility as the Centre Course Manager to ensure that appropriate insurance for the venue and the tutors remains in place at all times.

*** PRIVACY NOTICE**

Sports Leaders UK asks for some personal information to maintain a record of our relationship and/or to provide the services requested. If you choose to register, we will tell you where you must give those details, and where they are optional. When appropriate we will use the information to meet our own regulatory, statutory and legal obligations. We are obliged to share certain sensitive information with our regulators under strictly controlled conditions.

If you would like us to tell you about other Sports Leaders opportunities or related information, please tick at least one of the following boxes

Post Phone Email Text/SMS

If you are happy that we share your information with other carefully selected organisations, please tick here

For more details of our Privacy Policy go to our website at www.sportsleaders.org call us on 01908 689180 or write to The Data Protection Manager at the address at the foot of this page.

Surname	Forename	Title
Job Title		
Signature	Date	

APPLYING FOR YOUR COURSE

When applying for an Approved Assessment Centre accreditation you also need to apply for a Sports Leaders UK course. Please complete the relevant course application by either visiting our website at www.sportsleaders.org or by contacting Sports Leaders UK direct on 01908 689180.

Ensure you include any additional information where requested to support your application and retain a copy for your records.

Please return this form to:

23-25 Linford Forum Rockingham Drive
Linford Wood Milton Keynes MK14 6LY

www.sportsleaders.org
email: contact@sportsleaders.org
Telephone: 01908 689180 Fax: 01908 393744

Sports Leaders UK is the operating name of the British Sports Trust
Registered Charity Number 1095326

