

# Course Application Form



## OUR VALUES

- Developing leadership – teaching people the ability to organise activities and to lead, motivate and communicate with groups
- Developing skills for life – helping people reach their true potential
- Providing a stepping stone to employment – offering a qualification to get started
- Encouraging volunteering in communities – motivating others to organise safe sporting activities in their communities
- Reducing youth crime – keeping young people engaged in positive activities
- Supporting more active, healthier communities – by providing Sports Leaders to organise a range of physical activity sessions

# Course Application Form



## PLEASE BE AWARE OF THE FOLLOWING CRITERIA WITH REGARDS TO YOUR FOREIGN LANGUAGE LEADER AWARD

- (1) We must receive the completed application form two months prior to the start of the course.  
A separate form is required for each course.  
A current Tutor Resource Pack (TRP) is necessary to run each of the Sports Leader Award (SLA) qualifications.  
To purchase a TRP, please put your request, quoting an official order number, in writing to Sports Leaders UK.  
Log Book distribution, candidate registration, candidate certification and invoice payment are the responsibility of the AAC and these materials will therefore always be mailed to the AAC address, c/o the Centre Course Manager (CCM).
- (2) This billing address should be the organisation billing address as they will be responsible for payment of all invoices.
- (3) The site is the main establishment where the course will take place. Leave blank if it is the same as the organisation address.
- (4) If you do not know how many candidates are on the course, please leave this space blank.
- (5) Please ensure that the following criteria have been met before ticking the box.
  - Facilities for course delivery are appropriate e.g. a sports hall/gym/outdoor area or equivalent is available for practical activities
  - Equipment for course delivery is suitable e.g. a variety of equipment is available in good condition
  - Equity policy is active
  - Health and Safety policy is active
  - Venue and Tutors are suitably insured
  - Details of trained Foreign Language Leaders will be recorded

If you have any questions regarding the above, contact Sports Leaders UK.

Please return to:

**Sports Leaders UK, 23 - 25 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes MK14 6LY**  
**Telephone: 01908 689 180 Fax: 01908 393 744 Email: [contact@sportsleaders.org](mailto:contact@sportsleaders.org) Web: [www.sportsleaders.org](http://www.sportsleaders.org)**  
**Sports Leaders UK is the operating name of the British Sports Trust, Registered Charity Number: 1095326**

# Course Application Form



**SPORTS LEADERS UK**  
FOREIGN LANGUAGE LEADER AWARD

Course Number L

Please refer to notes overleaf when filling out this application form (1) Please complete in BLOCK CAPITALS using a ball point pen.

## CENTRE DETAILS (1)

Centre ID Number (if AAC) \_\_\_\_\_

Establishment Name \_\_\_\_\_

Tel \_\_\_\_\_

Contact Name (Centre Course Manager) (3) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## BILLING ADDRESS (2) If different from above

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact Name \_\_\_\_\_

## SITE DETAILS (3) If different from Approved Assessment Centre

Contact Name \_\_\_\_\_

Establishment Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## SITE ORGANISATION TYPE

- |   |   |
|---|---|
| <input type="checkbox"/> School                       | <input type="checkbox"/> The Award                    |
| <input type="checkbox"/> FE College                   | <input type="checkbox"/> Outdoor Pursuits Centre      |
| <input type="checkbox"/> University/HE                | <input type="checkbox"/> Local Authority              |
| <input type="checkbox"/> Prison Service               | <input type="checkbox"/> Local Education Authority    |
| <input type="checkbox"/> Youth Offending              | <input type="checkbox"/> Armed Forces                 |
| <input type="checkbox"/> Statutory Youth Service      | <input type="checkbox"/> Other, please specify: _____ |
| <input type="checkbox"/> Voluntary Youth Organisation | _____   |
| <input type="checkbox"/> Overseas Centre              | _____   |

## TUTORS All tutors must be registered

Continue on a separate sheet if required

### FIRST TUTOR

Name \_\_\_\_\_

Qualifications or experience \_\_\_\_\_

### SECOND TUTOR

Name \_\_\_\_\_

Qualifications or experience \_\_\_\_\_

## COURSE DATES

Start        /        /

Finish      /        /

No. of candidates on course (4) \_\_\_\_\_

## FOR OFFICE USE ONLY

Pre-visit Required  YES  NO

**1. WHY ARE YOU INTENDING TO RUN THIS AWARD IN FOREIGN LANGUAGE LEADERSHIP?**

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**2. HOW WILL THE COURSE BE OFFERED TO YOUR CANDIDATES?**

- As part of a curricular study in foreign languages
  - As an extracurricular option
  - Other (please state details)
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**3. HOW IS THE COURSE STRUCTURED?** e.g. 1 day a week x 1 hr or residential etc.

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**4. HOW MANY CONTACT HOURS OF TUITION WILL THE CANDIDATES RECEIVE?**

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**5. WHAT PROVISION HAS BEEN MADE FOR THE LEADERSHIP EXPERIENCE IN UNIT 6?**

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**6. ARE YOUR CANDIDATES FROM A PARTICULAR GROUP?**

- Candidates from my organisation/course are obliged to take this award
  - The award is optional and only open to people in my organisation
  - The course is open to the general public - anyone can attend
  - Other, please specify
- 

**7. HOW DO YOU FUND YOUR COURSE?**

- The candidate pays all costs
  - The candidate pays some costs
  - From the exam budget
  - Through Government funding schedules
  - From fundraising or voluntary sources
  - From my organisation's budget
  - Other, please specify \_\_\_\_\_
- 

**8. HOW MUCH DO YOU CHARGE THE CANDIDATES?**

- Nothing
  - The cost of the award only
  - Part of the total costs: please specify how much £ \_\_\_\_\_
  - All costs: please specify how much £ \_\_\_\_\_
- 

**9. HOW DID YOU HEAR ABOUT THE SPORTS LEADERS UK COURSES?**

- Exhibition
  - Advertising
  - Internet
  - Direct Mail
  - Word of mouth
  - Other, please specify \_\_\_\_\_
- 

I understand that in order to run this course, my AAC will have checked that the facility requirements have been met. See back of application form for full list of criteria. (5)

Signature \_\_\_\_\_

Date \_\_\_\_\_