

May 2017

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### Contact us to arrange your Quality Assurance engagement

If your centre has not yet arranged a Quality Assurance review for the 2016/17 academic year, please contact your [Senior Quality Assurance Officer](#) to discuss. Contact should only be made through your Centre Course Manager (CCM) and not through individual Tutor/Assessor.

If your Centre has been selected for a Remote review, you can submit your course evidence any time after Internal Verification has taken place on the relevant course/s-you do not need to wait until the end of the course to send fully completed course evidence. Please note there could be delay in issuing certificate if evidence is submitted at end of the summer term.

If you are submitting hard copy evidence, please only send copies and not original documentation as this cannot be returned to Centres.

### Requesting certificates for learners

Making requests for certificates via [LEAP](#) can now only be undertaken by a person who is named as a Tutor/Assessor against that particular course. This will mean that if a Tutor/Assessor does not already have a LEAP account they will have to [register](#) as a new user before being able to claim the certificates. This is to ensure that the Centre is compliant with our processes and policies.

Learner certificates can be claimed up to three years from the start date of the course.

### Update your Centre's staffing

Please ensure your LEAP account is up to date with regard to who is currently assuming the following roles:

- Centre Course Manager

- Tutor/Assessor
- Trained Tutor/Assessor
- Internal Verifier

Keeping these records up to date will ensure future course applications can be quickly approved.

### **New Lowland Leadership qualification now available**

From 1 April 2017, Centres can now deliver our new and improved outdoor leadership qualifications.

The following new qualifications are available from 1 April 2017:

- Level 2 Qualification in Assisting Lowland Expedition Leadership (ALEL2) Quan code: 603/1129/0
- Level 3 Qualification in Lowland Walk Leadership (LWL3) Quan code: 603/1128/9
- Level 3 Qualification in Lowland Expedition Leadership (LEL3) Quan code: 603/1079/0

Qualifications they will replace

Last registration - 31 August 2017 / Last certification request - 31 August 2020

- Level 2 Award in Assisting in Basic Expedition Leadership (BEAL2) Quan code:600/4320/9
- Level 3 Award in Day Walk Leadership (DWL3) Quan code: 500/9651/5
- Level 3 Certificate in Basic Expedition Leadership (BEL3) Quan code: 500/9858/5

The new qualifications have been designed to be:

- Easier to deliver and manage - more concise delivery and assessment methods
- More enjoyable for tutor and delegates - focuses on the assessment of the key practical skills
- More simple to assess - new, mandatory Delegate Evidence Record (DER) clearly states what needs to be assessed when. Also, a lot shorter than the previous LERs.

Why have the new qualifications been developed?

We wanted to ensure that the content and delivery model of the BEL3/DWL3/BEAL2 continued to be valid for those who use the qualifications in the outdoor sector. The changes made have been informed by feedback from Centres to make sure the new qualifications are fit for purpose.

## New Dance Leadership Qualification now available

From 1 April 2017, Centres will be able to deliver our new and improved Dance Leadership qualification.

The following new qualification will be available from 1 April 2017:

- Level 1 Qualification in Dance Leadership (DL1) Quan code: 603/1244/0
- Level 2 Qualification in Dance Leadership (DL2) Quan code: 603/1254/2

Qualification they will replace

Last registrations - 31 August 2017 / Last certification requests - 31 August 2020

- Level 1 Award in Dance Leadership (DL1) Quan code: 500/9997/8
- Level 2 Award in Dance Leadership (DL2) Quan code: 601/5831/1
- Level 2 Certificate in Community Dance Leadership (CDL2) Quan code: 601/5833/5
- Level 2 Certificate in Dance Fitness Leadership (DFL2) Quan code: 601/5832/3

## Guidance for supervision and DBS requirements

Sports Leaders UK want to reiterate that all learners undertaking one of our qualification should lead under direct supervision at all times, throughout the duration of their demonstration of leadership and the course itself. As a result, Sports Leaders UK do not stipulate that learners require a DBS to undertake their demonstration of leadership. However, we do acknowledge and support the policies of individual organisations. Further guidance on this can be found in the [Centre Manual](#).

## Minimum spend on awards and qualifications

As previously identified through Briefing for Centres and a letter sent to the Centre Course Manager, Sports Leaders UK has implemented an annual minimum spend of £350 in order to cover the costs of servicing Centres. This requires a Centre to have spend £350 on awards or qualifications between August 1st 2016 and July 31st 2017.

Where a Centre spends less than £350, the difference between the actual spend and £350 will be invoiced in August 2017.

## Withdrawal or Maintenance of a Qualification Centre for 2017/18

As per the Terms & Conditions (2016) you have until 1 November 2017 to notify us if you wish to withdraw for the delivery of Sports Leaders UK qualifications or become a maintained centre, without being liable for the minimum spend during the 2017/18 academic year. Please refer to the [Withdrawal Policy](#) and [Maintained Centre Policy](#) for details on how to action either of these processes.