

November 2016

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## Quality Assurance updates

### *Annual quality assurance reviews*

All Centres will now go through an annual Quality Assurance engagement conducted by Sports Leaders UK. This will either be a visit to the Centre by a Quality Assurance Officer (QAO) or a request for evidence to be submitted to a QAO to review remotely as outlined in the [Centre Manual](#).

Centres will be contacted by a QAO to make these arrangements but if Centres would like to organise this before then please contact the relevant regional Senior Quality Assurance Officer from our [contacts page](#).

Centres are reminded that all Sports Leadership Level 1-2-3 courses that started after 1<sup>st</sup> September 2016 (on the new specifications) must retain evidence as per the [new Quality Assurance check list](#). All other courses must retain evidence as per the [old Quality Assurance check list](#).

### *Internal verification guidance*

We have produced a [short video](#) to support Centres in ensuring the role of the Internal Verifier is understood and carried out correctly. This is in addition the guidance provided within the [Centre Manual](#). Centres are reminded that all Sports Leadership Level 1-2-3 courses that started after 1<sup>st</sup> September 2016 (on the new specifications) have set tasks/units to be Internally Verified. This information can be found on the Internal Verification Record.

### **Learner certification**

Going forward only Tutor/Assessors will be permitted to certificate learners via the LEAP system. More guidance will be offered on this in due course.

### *Sports Leaders UK policies*

Please note, all Sports Leaders UK policies are currently undertaking their annual review and will be updated on the website in the new year.

## **Tutor Training updates**

### ***Trained Tutor status to last for 2 years from 1st August 2016***

Please be aware that those attending Tutor Training from the 1st August 2016 onwards will now have a 'Trained Tutor' status lasting for 2 years. Once this period has expired, the Qualification Centre will need to ensure that the Trained Tutor attends a Refresher workshop (live online or face to face at venue) or another member of the organisation attends a full Tutor Training day.

Should you require further information on the Tutor Training rules please refer to the [Centre Manual](#).

### **Change to Tutor Training day format**

Tutor Training days will now cover Levels 1-3 Qualifications in Sports Leadership in a single workshop. This will allow Trained Tutor/Assessors the flexibility to deliver whichever of the three levels of qualification is most appropriate to their learners.

### **Online Refresher Tutor Training**

Don't forget Refresher Tutor Training workshops are now available in a live online format. This is a 2-hour webinar session led by members of our Training Team. The workshop gives attendees:

- Updates on Quality Assurance and paperwork requirements
- Details of new developments
- Opportunity to share good practice with fellow tutors
- Contacts for support
- Opportunity to ask questions throughout

Dates for the online Refresher Tutor Training are available on the [website](#).

Face to face Refresher workshops will continue to be available in London and Birmingham at specified dates across the year.

### **Printed Learner Evidence Record misprints**

Please note that if you received free printed LERs over the last six weeks there are some misprints to make you aware of. Sports Leaders UK apologises for these misprints and any confusion caused as a result of them. Whilst we have no objection to learners continuing to

use these LERs, should you wish to download and print the correct individual pages and attach them to the LER you can do so using the links in the table below. All LERs downloaded directly from the Tutor Resources are correct.

**SL2/CSL2 misprints:**

Page number	Incorrect text	Correct text	Link to download correct page
Page 3	Demonstration of Leadership: As part of the course you will need to complete a minimum of <u>1</u> hour demonstration of leadership.	Demonstration of Leadership: As part of the course you will need to complete a minimum of <u>10</u> hours demonstration of leadership.	<a href="#">Page 3</a>
Page 23	Learner Authenticity Statement: I confirm that I have completed the <u>1</u> hour demonstration of leadership that is required to complete this qualification.	Learner Authenticity Statement: I confirm that I have completed the <u>10</u> hours demonstration of leadership that is required to complete this qualification.	<a href="#">Page 23</a>

**HSL3 misprints:**

Page number	Incorrect text	Correct text	Link to download correct page
Page 2	Demonstration of Leadership: As part of the course you will need to complete a minimum of <u>1</u> hour demonstration of leadership.	Demonstration of Leadership: As part of the course you will need to complete a minimum of <u>30</u> hours demonstration of leadership.	<a href="#">Page 2</a>
Page 3	What you and your Tutor/Assessor need to complete:  Optional units (choose <u>one</u> )	What you and your Tutor/Assessor need to complete:  Optional units (choose <u>two</u> )	<a href="#">Page 3</a>
<a href="#">Page 3</a>	Optional unit titles all read:	Optional unit titles:	<a href="#">Page 3</a>

	Plan, lead and evaluate sports/physical activity sessions <u>in the community</u>	Plan, lead and evaluate sports/physical activity sessions <u>in the community</u>  Plan, lead and evaluate sports/physical activity sessions <u>for disabled people</u>  Plan, lead and evaluate sports/physical activity sessions <u>for older people</u>	
Pages 32, 41 and 50	Leadership logs: All reference Leading sport/physical activity sessions <u>for children</u>	Leadership logs: Should reference the <u>three optional unit names</u> .	<a href="#">Page 32</a> <a href="#">Page 41</a> <a href="#">Page 50</a>
Pages 33-34	Table within Task 6.1 refers to <u>community groups</u>	Table within Task 6.1 should refer to <u>disabled people</u>	<a href="#">Pages 33-34</a>
Page 35	Introduction to task: You are required to plan, lead and evaluate at least 3 <u>community sport/activity sessions</u>	Introduction to task: You are required to plan, lead and evaluate at least 3 sport/activity sessions for <u>disabled people</u>	<a href="#">Page 35</a>
Pages 42-43	Table within Task 7.1 refers to <u>community groups</u>	Table within Task 7.1 should refer to <u>older people</u>	<a href="#">Pages 42-43</a>
Page 51	Learner Authenticity Statement: I confirm that I have completed the <u>1</u> hour demonstration of leadership that is required to complete this qualification.	Learner Authenticity Statement: I confirm that I have completed the <u>30</u> hours demonstration of leadership that is required to complete this qualification.	<a href="#">Page 51</a>