

## November 2016 - Scottish centres

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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](#).

#### 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 4-6 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

Sports Leaders UK offers one Online Refresher per term focused on the SCQF qualifications. Dates for the online Refresher Tutor Training are available on the [website](#).