

BRIEFING FOR CENTRES

The quarterly update from SLQ
for Centres and staff



SLQ001 Issue 1 10/19

In this briefing:

Quality Assurance
Checklist

Updated Internal
Verification Records for
2019/20 courses

Amended specifications
and improved LERs for
Sport and Dance
Leadership now live

Reminder of online CCM &
IV e-training

Deadline for withdrawal or
maintenance of a
Qualification Centre for
2019/20

Tutor resources now
accessible through LEAP

BRIEFING FOR CENTRES OCTOBER 2019

Briefing for Centres provides all the key information and updates required for Centres, including any key announcements and upcoming changes to policies, procedures and qualifications.

The information in these briefings is designed to be shared with all staff involved in the delivery, assessment and internal verification of our courses and it is the responsibility of the Centre Course Manager to ensure that all staff are made aware.

In this edition of the Briefing, we'll detail some key upcoming deadlines, updated specifications for our most popular courses and some latest guidance, updates and resources.

It's important to take in all the updates contained in this briefing and to pass on the information accordingly, so please read through all the items listed on the left of this page.

QUALITY ASSURANCE

Quality Assurance Checklist

For the 2019/20 academic year, an updated version of the Quality Assurance Checklist (SLF440 09/19) has been uploaded to the Tutor Resources within LEAP for all qualifications.

All Centres should use this checklist to ensure the correct evidence is retained in readiness for annual Quality Assurance reviews.

The main change on here relates to Centres providing sufficient evidence of course planning - this must include plans for delivering all qualification content from the correct specification and details of any recognition of prior learning. (Submitting a course specification alone is not sufficient evidence of planning).

A guidance document has been created to help Centres produce a course plan that meets these requirements.

[Download the Quality Assurance Checklist >>](#)

[Access Tutor Resources within LEAP >>](#)

[Download the Course Plan Guidance >>](#)

Updated Internal Verification Records (IVRs) for 2019/20 courses

Internal Verification Records have been updated for 2019/20, which now identify three parts:

- Part 1 - Internal Verification Plan
- Part 2 - Report on Tutor/Assessor Performance
- Part 3 - Internal Verification Action Plan
- Guidance has also been added to support Internal Verifier in completing Part 2 of the IVR

Please ensure you use these new forms (issue date 09/19) that can be accessed from the Tutor Resources within LEAP for all qualifications.

Centres are also reminded that the Tasks/Units to be verified change each academic year and are clearly stated at the top of the Internal Verification Records specific to each qualification and that any named Internal Verifier must have completed the Internal Verifier e-training.

[Access Tutor Resources within LEAP by clicking here >>](#)

[Learn more about Internal Verifier e-training here >>](#)

QUALIFICATIONS & AWARDS

Amended specifications and improved LERs for Sport and Dance Leadership now live

For all courses starting on or after 1st September 2019.

Amended specifications for the following qualifications have now been released:

- SLQ Level 1 Qualification in Sports Leadership (SL1) – Quan code 601/8579/X
- SLQ Level 2 Qualification in Sports Leadership (SL2) – Quan code: 601/8581/8
- SLQ Level 2 Qualification in Community Sports Leadership (CSL2) – Quan code: 601/8584/3
- SLQ Level 3 Qualification in Sports Leadership (SL3) – Quan code: 601/8586/7
- SLQ Level 1 Qualification in Dance Leadership (DL1) – Quan code: 603/1244/0
- SLQ Level 2 Qualification in Dance Leadership (DL2) – Quan code: 603/1245/2

Here is a reminder of the top tips we gave you in June to manage the changes:

1. Make sure you are using the correct Learner Evidence Record – the new versions will have Amended Specification – Courses from 1st September 2019 on the front cover.

Did you take advantage of our free printed LER offer? If you registered your learner(s) before Friday 27th September 2019, you will have received your free printed LERs or you will receive them in the next 2 weeks.

2. Download the new Tutor Resource slides and the Internal Verification Records – these have been re-issued for the amended specifications.

3. Continue delivering the course as you currently do – the changes that have been made should not affect how you have been delivering courses.

4. SL1 no longer requires the learner to take on the role of an official for 10 minutes; but SL2/CSL2 learners are now required to do this.

All specifications, Tutor Resources, Quality Assurance forms and guidance are now available through the LEAP, which can be accessed by clicking [here](#).



Reminder of online CCM & IV e-training

e-training is now available to support the roles of key personnel at your Centre:

Centre Course Manager (CCM)- If you are a currently a CCM or are planning to change the person assuming this role, this e-training is designed to provide a full overview of the roles and responsibilities a CCM will need to be aware of and undertake.

Internal Verifier (IV)- It is a mandatory requirement that IVs at your Centre must complete this e-training prior to the Internal Verification of a course. This e-training provides guidance on the IV process with focus on completion of the Internal Verifiers Record document.

Both IVs and CCMs e-training can be found at our SLQ platform [HERE](#). They are free to access and will require the user to setup a new account with their own login and password.

Upcoming Tutor Training dates

Sports Leadership

Location	Venue	Date
Gateshead	International Stadium	17/10/19
Leeds	John Charles Centre for Sport	19/11/19
Taunton	Bridgwater & Taunton College	21/11/19
Wigan	Robin Park	28/11/19
Glasgow	Emirates/Commonwealth Stadium	03/12/19
Birmingham	Hadley Stadium	05/12/19
London	Sportsdock University of East London	11/12/19

Dance Leadership

Location	Venue	Date
Edinburgh	Dance Base Scotland	26/11/19
London	Pineapple Dance Studios	05/12/19

[Click here to find out more about Tutor Training and to book your place >>](#)

WORKING WITH US

Deadline for withdrawal or maintenance of a Qualification Centre for 2019/20

As per the Terms & Conditions you have until 1st November 2019 to notify us if you wish to withdraw for the delivery of SLQ qualifications or become a maintained Centre, without being liable for the minimum spend during the 2019/20 academic year.

Please refer to the Withdrawal Policy and Maintained Centre Policy for details on how to action either of these processes.

[Click here to download the Withdrawal Policy >>](#)

[Access the Maintained Centre Policy here >>](#)

Tutor resources now accessible through LEAP

You can now use LEAP as the one-stop shop for managing and delivering your SLQ courses. Over the summer we moved all Tutor Resources into LEAP so that now you only need one log-on to access everything.

This includes all specifications, Learner Evidence Records and Quality Assurance paperwork. In the upcoming months the previous area of our website that housed resources will be shut down to users.

[You can familiarise yourself with the new area by clicking here >>](#)

