



COURSE APPLICATION FORM

Please complete in **BLOCK CAPITALS** using a ball point pen.

FOR OFFICE USE ONLY	Accreditation visit required <input type="checkbox"/> YES <input type="checkbox"/> NO	Course Number <input style="width: 80%;" type="text"/>
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To ensure that Sports Leaders UK can provide the necessary resources required, we advise that you submit your course application approximately eight weeks prior to your course start date.

Please note, your Approved Assessment Centre (AAC) is required to complete an AAC application form to acquire AAC status. To achieve status an accreditation visit is required. Prices are available on the website or from Sports Leaders UK Head Office.

A current Tutor Resource Pack (TRP) is necessary to run each of the Sports Leader UK qualifications. To purchase a TRP please visit our website or contact our Head Office.

Record of Achievement distribution, candidate registration, candidate certification and invoice payment are the responsibility of the AAC and these materials will therefore always be emailed or mailed as appropriate to the AAC address, c/o the Centre Course Manager (CCM).

BASIC ENTRY REQUIREMENTS

Level 3 Certificate in Higher Sports Leadership

Each candidate must have successfully completed the Level 2 Award in Community/Sports Leadership and hold a valid and current First Aid Certificate.

Level 3 Award in Day Walk Leadership and Sports Leaders UK Level 3 Certificate in Basic Expedition Leadership

Please enclose a document detailing the course outline, this should include:

- Date and venue for any off-site activities
- A breakdown of the units covered during each practical session
- What practical leadership opportunities are being provided for the candidate?

COURSE TITLE Please tick in the white box	
<input type="checkbox"/> Level 1 Award in Sports Leadership	minimum age 13+
<input type="checkbox"/> Level 1 Award in Dance Leadership	minimum age 13+
<input type="checkbox"/> Level 2 Award in Sports Leadership	minimum age 14+
<input type="checkbox"/> Level 2 Award in Community Sports Leadership	minimum age 16+
<input type="checkbox"/> Level 3 Award in Day Walk Leadership	minimum age 17+
<input type="checkbox"/> Level 3 Certificate in Basic Expedition Leadership	minimum age 17+
<input type="checkbox"/> Level 3 Certificate in Higher Sports Leadership	minimum age 16+

APPROVED ASSESSMENT CENTRE
The Centre Course Manager (CCM) is the person responsible for the administration of course applications and who has ultimate responsibility for checking all relevant safety/insurance conditions have been met at the site before the course is allowed to run. Please note if your CCM changes Sports Leaders UK will require notification in writing. This will result in an accreditation visit.

Centre ID Number (if known)	
Organisation Name	
Tel	
Contact Name (Centre Course Manager)	
If centre ID is not known, please complete the following section.	
Address	
Postcode	
Fax	
* Email	

BILLING ADDRESS If different from above	
This billing address should be the AAC billing address as they will be responsible for payment of all invoices. Sports Leaders UK will not invoice course delivery sites attached to an AAC.	
Address	
Postcode	
Contact Name	

SITE DETAILS Only complete if different from Approved Assessment Centre	
It is possible that an Approved Assessment Centre may have a number of courses being delivered at different sites in their local area and each one of these needs to be registered with Sports Leaders UK. If you are operating multiple courses across multiple sites, please complete separate forms.	
Contact Name	
Site Name	
Address	
Postcode	
Tel	
Fax	
* Email	

SITE ORGANISATION TYPE Please tick in the white box	
<input type="checkbox"/> Education/School	<input type="checkbox"/> HM Prison Service
<input type="checkbox"/> Local Education Authority	<input type="checkbox"/> Local Authority (Other, please specify)
<input type="checkbox"/> FE College	<input type="checkbox"/> Armed Forces
<input type="checkbox"/> University/HE	<input type="checkbox"/> Outdoor Pursuits Centre/Duke of Edinburgh Award Scheme
<input type="checkbox"/> Statutory Youth Service	<input type="checkbox"/> Overseas
<input type="checkbox"/> Voluntary Youth Service	<input type="checkbox"/> Dance
<input type="checkbox"/> Youth Offending	<input type="checkbox"/> Other, please specify

TUTOR/ASSESSOR	
The Tutor/Assessor is the main tutor of the course and needs to be accredited by a Sports Leaders UK External Verifier. If you are a new Tutor/Assessor an accreditation visit is necessary.	
Name	
<input type="checkbox"/> Based at Approved Assessment Centre <input type="checkbox"/> Based at Site	
Tel	
Fax	
* Email	
* Date of Birth	

TUTORS All tutors must be registered	
The Tutor assists the Tutor/Assessor in running the course. If you have more than four tutors continue on a separate sheet if required.	
FIRST TUTOR	
Name	
* Date of Birth	
SECOND TUTOR	
The Tutor assists the Tutor/Assessor in running the course.	
Name	
* Date of Birth	
THIRD TUTOR	
The Tutor assists the Tutor/Assessor in running the course.	
Name	
* Date of Birth	
FOURTH TUTOR	
The Tutor assists the Tutor/Assessor in running the course.	
Name	
* Date of Birth	

COURSE DATES	
Start	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Finish	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
No. of candidates on course	<input type="text"/> <input type="text"/> <input type="text"/> TBC <input type="checkbox"/>
No. of candidates Bridging	<input type="text"/> <input type="text"/> <input type="text"/> TBC <input type="checkbox"/>
Purchase Order No. (if required by your organisation)	<input type="text"/>
<input type="checkbox"/> I need a new Tutor Resource Pack to run this course, please send me an order form.	

INTERNAL VERIFIER	
The Internal Verifier (IV) is a person, internal to your AAC, who has no involvement in the unit being verified. Their role is to verify the Tutor/Assessors decisions regarding candidate assessments by making at least two visits. One visit is required if the course is delivered over one week.	
Name	<input type="text"/>
<input type="checkbox"/> Based at Approved Assessment Centre <input type="checkbox"/> Based at Site	
Job Title	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
* Email	<input type="text"/>
* Date of Birth	<input type="text"/>

IS YOUR QUALIFICATION OPEN TO THE GENERAL PUBLIC? If so, would you be happy for Sports Leaders UK to refer candidates to your course?	
<input type="checkbox"/> Yes	Open to the general public - We are happy for Sports Leaders UK to refer candidates outside of our organisation/programme who wish to take this course.
<input type="checkbox"/> No	Only open to candidates in my organisation/programme.
<input type="checkbox"/> Yes	Open to the general public - We do NOT want Sports Leaders UK to refer candidates outside of our organisation/programme who wish to take this course.

SIGNED ON BEHALF OF THE APPROVED ASSESSMENT CENTRE:	
<input type="checkbox"/>	I confirm that the insurance provisions required on the Approved Assessment Centre Application Form are in full force and effect.
<input type="checkbox"/>	I confirm that the facility requirements for the site on the Approved Assessment Centre Application Form have been met and are in full force and effect.

* PRIVACY NOTICE	
Sports Leaders UK asks for some personal information to maintain a record of our relationship and/or to provide the services requested. If you choose to register, we will tell you where you must give those details, and where they are optional. When appropriate we will use the information to meet our own regulatory, statutory and legal obligations. We are obliged to share certain sensitive information with our regulators under strictly controlled conditions.	
If you would like us to tell you about other Sports Leaders opportunities or related information, please tick at least one of the following boxes	
Post	<input type="checkbox"/>
Phone	<input type="checkbox"/>
Email	<input type="checkbox"/>
Text/SMS	<input type="checkbox"/>
If you are happy that we share your information with other carefully selected organisations, please tick here <input type="checkbox"/>	
For more details of our Privacy Policy go to our website at www.sportsleaders.org call us on 01908 689180 or write to The Data Protection Manager at the address at the foot of this page.	

Signature	<input type="text"/>
Date	<input type="text"/>

If you have any questions regarding the above please contact Sports Leaders UK on the details below.

Please return this form to:

23-25 Linford Forum Rockingham Drive
Linford Wood Milton Keynes MK14 6LY

www.sportsleaders.org
email: contact@sportsleaders.org
Telephone: 01908 689180 Fax: 01908 393744

Sports Leaders UK is the operating name of the British Sports Trust
Registered Charity Number 1095326

