

# Course Application Form



## SPORTS LEADERS UK

- Providing personal development opportunities
- Providing a stepping stone to employment
- Developing leadership
- Increasing volunteering in sport and communities
- Reducing youth crime
- Supporting more communities to get active
- Increasing qualifications
- Being inclusive

# Course Application Form



## CRITERIA FOR RUNNING A WSGG! COURSE

- We must receive the completed application form two months prior to the start of the course.
- A separate form is required for each course.
- A current Tutor Resource Pack (TRP) is necessary to run the Women, Get Set, Go! course. To purchase a TRP, please complete an order form and return it to Sports Leaders UK.
- Registration, completion and invoice payment are all the responsibility of the organisation or individual running the course and these materials will therefore always be mailed to the organisation address.
- Facilities for course delivery are appropriate, e.g. room for discussion and space for practical activities.
- Equipment for course delivery is suitable, e.g. variety of equipment is available in good condition.
- Equity policy is active.
- Health and Safety policy is active.
- Venue and Tutors are suitable insured.
- Details of trained Women, Get Set, Go! leaders will be recorded.

## GUIDELINES FOR COMPLETING THIS APPLICATION

- 1) Please complete this section with the details of your establishment, including the main contact person.
- 2) This billing address should be the organisation billing address, as they will be responsible for payment of all invoices.
- 3) The site is the main establishment where the course will take place. Leave blank if it is the same as the organisation address.
- 4) Please complete the names and dates of birth (for identification purposes) of all Tutors delivering on the course.
- 5) If you do not know how many candidates are on the course, please leave this space blank.

Please ensure you also answer all questions on the last page before sending the application back to Sports Leaders UK.

If you have any questions regarding the above, please contact Sports Leaders UK.

Please return to:

**Sports Leaders UK, 23 - 25 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes MK14 6LY**  
**Telephone: 01908 689 180 Fax: 01908 393 744 Email: [contact@sportsleaders.org](mailto:contact@sportsleaders.org) Web: [www.sportsleaders.org](http://www.sportsleaders.org)**  
**Sports Leaders UK is the operating name of the British Sports Trust, Registered Charity Number: 1095326**

# Course Application Form



Course Number **G**

Please refer to notes overleaf when filling out this application form. Please complete in BLOCK CAPITALS using a ball point pen.

## CENTRE DETAILS (1)

Centre ID Number (if AAC) \_\_\_\_\_

Establishment Name \_\_\_\_\_

Tel \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## BILLING ADDRESS (2) If different from above

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact Name \_\_\_\_\_

## SITE DETAILS (3) If different from Centre Details

Contact Name \_\_\_\_\_

Establishment Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## SITE ORGANISATION TYPE

- |   |   |
|---|---|
| <input type="checkbox"/> School                       | <input type="checkbox"/> The Award                    |
| <input type="checkbox"/> FE College                   | <input type="checkbox"/> Outdoor Pursuits Centre      |
| <input type="checkbox"/> University/HE                | <input type="checkbox"/> Local Authority              |
| <input type="checkbox"/> Prison Service               | <input type="checkbox"/> Local Education Authority    |
| <input type="checkbox"/> Youth Offending              | <input type="checkbox"/> Voluntary Youth Organisation |
| <input type="checkbox"/> Statutory Youth Service      | <input type="checkbox"/> Armed Forces                 |
| <input type="checkbox"/> Voluntary Youth Organisation | <input type="checkbox"/> Other, please specify:       |
| <input type="checkbox"/> Overseas Centre              | _____   |
|   | _____   |

## TUTORS (4) All Tutors must be registered

Continue on a separate sheet if required

### FIRST TUTOR

Name \_\_\_\_\_

Qualifications or experience \_\_\_\_\_

Date of Birth        /        /

### SECOND TUTOR

Name \_\_\_\_\_

Qualifications or experience \_\_\_\_\_

Date of Birth        /        /

## COURSE DATES

Start        /        /

Finish        /        /

No. of candidates on course (4) \_\_\_\_\_

**1. WHY ARE YOU INTENDING TO RUN THE WOMEN, GET SET, GO! COURSE?**

---

**2. IS THE COURSE PART OF A GCSE/GNVQ, S/NVQ OR OTHER SPORTS STUDY PROGRAMME?**

YES  NO If yes, please give details

---

**3. HOW IS THE COURSE STRUCTURED?** e.g. 1 day a week x 1 hr or residential etc.

---

**4. HOW MANY CONTACT HOURS OF TUITION WILL EACH CANDIDATE RECEIVE?**

---

**5. PROVIDE DETAILS OF ANY PARTNERSHIP ARRANGEMENTS WHICH HAVE BEEN ENTERED INTO WITH OTHER BODIES OR LOCAL ORGANISATIONS TO ASSIST IN THE DELIVERY OF THE COURSE.**

Local authority sports development

Youth Sport Trust 'TOPS' schemes

Youth services

Other, please specify \_\_\_\_\_

Sport national governing body

**6. WHAT PROVISION HAS BEEN MADE FOR THE CANDIDATES TO PROGRESS ON TO THE LEVEL 2 AWARD IN COMMUNITY SPORTS LEADERSHIP?**

---

**7. ARE YOUR CANDIDATES FROM A PARTICULAR GROUP?**

Candidates from my organisation/course are obliged to take this award

The award is optional and only open to people in my organisation

The award is open to the general public – anyone can attend

Other, please specify

---

**8. HOW DO YOU FUND YOUR COURSE?**

The candidate pays all costs

From fundraising or voluntary sources

The candidate pays some costs

From my organisations budget

From the exam budget

Other, please specify \_\_\_\_\_

---

**9. HOW MUCH DO YOU CHARGE EACH CANDIDATE?**

Nothing

Part of the total costs: please specify how much £ \_\_\_\_\_

The cost of the award only

All costs: please specify how much £ \_\_\_\_\_

---

**10. HOW DID YOU HEAR ABOUT WOMEN, GET SET, GO!?**

Exhibition

Advertising

Internet

Direct Mail

Word of mouth

Other, please specify \_\_\_\_\_

---

I understand that in order to run this course, my centre will have checked that the facility requirements have been met. See back of application form for full list of criteria.

Sports Leaders UK from time to time would like to keep you informed of sporting opportunities and information updates. If you do not want to receive this information, please tick the box.

Occasionally, we are asked to share your personal information with selected external organisations. If you do not want us to share your details with them for sporting opportunities, please tick the box.

Signature \_\_\_\_\_

Date \_\_\_\_\_