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1.1 Background to Sports Leaders UK qualifications

On 1st October 2003 Sports Leaders UK became an accredited awarding body of qualifications in England, Wales and Northern Ireland. The qualifications are listed on the National Qualifications Framework (NQF), which is regulated by three regulatory authorities:

- the Qualifications and Curriculum Authority (QCA) for England;
- DCELLS (Department for Children, Education, Lifelong Learning and Skills) for Wales;
- the Council for the Curriculum, Examinations and Assessment (CCEA) for Northern Ireland

Regulation is used to safeguard the public interest in the standards of external qualifications and to maintain the integrity of the National Qualifications Framework. Qualifications listed on the Framework are nationally recognised and allow Centres to apply for public funding through the Learning & Skills Council (LSC). Some qualifications also attract points towards the Centre's Achievement and Attainment Tables.

Sports Leaders UK qualifications displaying the QCA, the Welsh Assembly Government and CCEA logos are accredited only for England, Wales and Northern Ireland.

1.2 Aim of the Approved Assessment Centre (AAC) Manual

This manual details the policies, timescales, expectations and requirements for any organisation operating as a Sports Leaders UK Approved Assessment Centre (AAC). Centre staff may also use this manual for support and guidance about how to manage their Approved Centre status, including:

- Administrative procedures
- Staffing and training requirements
- Internal and external verification procedures
- Candidate assessments
- Evidence and collection of results
- Candidate appeals
- Reporting suspected malpractice
- Special measures and non-compliant centres
- Supplementary information and guidance documents

Further information can also be accessed via the website including news updates, tutor training schedules and exemplar materials for assessment.

1.3 The awarding body

Sports Leaders UK continuously reviews their quality assurance procedures since October 2003 in order to maintain standards and to protect the integrity of their qualifications.

As the awarding body Sports Leaders UK must monitor the performance of all centres delivering their accredited qualifications and provide evidence to the regulatory authorities that suitable quality assurance procedures are established and practiced by all centres. Centres that do not comply with Sports Leaders UK requirements will be identified as high risk centres and may be placed under special measures until they can demonstrate that they have robust quality assurance systems in place. High risk centres may also be issued with a notice of non-compliance which Sports Leaders UK must investigate and are obliged to report to the regulatory authorities of the National Qualifications Framework.

1.4 The qualifications

Sports Leaders UK's qualifications can be verified by visiting the National Database of Accredited Qualifications website for the most up-to-date status and supporting information.

- Visit www.accreditedqualifications.org.uk
- Type in the qualification code number (if known) or the title of the qualification in the keyword search box to find details of the relevant qualification
- Click on the qualification title to access the Qualification Detail pages
- Click on the underlined text to access specific information, e.g. Performance Figures will state whether the qualification has been awarded points that can contribute towards the Achievement and Attainment Tables scores.