



## **Notification of changes to the insurance criteria for your Approved Assessment Centre (AAC)**

Sports Leaders UK's qualifications are accredited on the National Qualifications Framework and maintained and recognised by the external regulators of England, Wales, Scotland and Northern Ireland (EWNl). To deliver a Sports Leaders UK qualification an organisation must first become an Approved Assessment Centre (AAC). One of the criteria for becoming an AAC is to provide suitable insurance cover for both the venue and tutors involved in the course delivery.

### **Changes to our policy**

A recent review meeting with our insurers have advised Sports Leaders UK that the existing public liability £2 million may not be adequate and must be increased to £5 million.

Consequently, from the 1<sup>st</sup> April 2009, Sports Leaders UK will require evidence that each AAC has insurance to this value in place, as a condition of accreditation. A declaration form is attached for the Centre Course Manager (or other appropriate person) to sign and return. Your AAC will be put on hold from the 31<sup>st</sup> March 2009 if we have not received the new declaration form.

If you require any further information or support regarding this revised policy statement then please contact Sports Leaders UK on 01908 689180 or email [info@sportsleaders.org](mailto:info@sportsleaders.org)

Yours sincerely,

Denise Hibbert  
Awards Team Leader



## APPROVED ASSESSMENT CENTRE INSURANCE DETAILS

### 3.1 Authorisation

This section must be completed and signed by the appropriate authorised person (e.g. Centre Course Manager, Bursar, Finance Officer, or Head Teacher) within the organisation who can confirm the provision of insurance cover as details below.

Do you have insurance to cover you against public liability or any similar liability arising from your activities as an Assessment Centre, or the activities of your Tutors at the centre?

Please tick YES  NO

Cover is for £5 million – please tick YES  NO

Signed on behalf of the organisation:

Title \_\_\_\_\_ Surname \_\_\_\_\_ Forename \_\_\_\_\_

Job Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_