

# Course Application Form



## OUR VALUES

- Developing leadership – teaching people the ability to organise activities and to lead, motivate and communicate with groups
- Developing skills for life – helping people reach their true potential
- Providing a stepping stone to employment – offering a qualification to get started
- Encouraging volunteering in communities – motivating others to organise safe sporting activities in their communities
- Reducing youth crime – keeping young people engaged in positive activities
- Supporting more active, healthier communities – by providing Sports Leaders to organise a range of physical activity sessions

# Course Application Form



## PLEASE BE AWARE OF THE FOLLOWING CRITERIA WITH REGARDS TO YOUR DAY WALK LEADERSHIP COURSE

- (1) We must receive the completed application form two months prior to the start of the course.  
A separate form is required for each course.  
Please note your Approved Assessment Centre (AAC) is required to fill out an AAC application form to acquire AAC status. Prices are available on the website or from Head Office.  
A current Tutor Resource Pack (TRP) is necessary to run each of the Sports Leaders UK qualifications. To purchase a TRP, please put your request, quoting an official order number, in writing to Sports Leaders UK.  
Log Book distribution, candidate registration, candidate certification and invoice payment are the responsibility of the AAC and these materials will therefore always be mailed to the AAC address, c/o the Centre Course Manager (CCM).
- (2) If you are a new CCM, Tutor/Assessor or a new AAC, an accreditation visit is necessary. An External Verifier (EV) will contact you to arrange a visit.  
If you have assisted in running courses as a Tutor, it is still a requirement to have an initial accreditation visit if you would like to progress from a Course Tutor to a Lead Tutor/Assessor.  
Dates of birth are required to assist Sports Leaders UK in identifying people with the same name.
- (3) The CCM is the person who will be responsible for the administration of course applications and who has ultimate responsibility for checking all relevant safety/insurance conditions have been met at each site before the course is allowed to run.
- (4) 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.
- (5) The site is the main establishment where the course will take place. To register multiple course delivery sites, complete section 2 from the course application form for each site.
- (6) If you do not know how many candidates are on the course, please leave this space blank. Sports Leaders UK must receive candidate registration pages from the Log Books within four weeks of the course start date.
- (7) Each centre must appoint an Internal Verifier (IV). This person must be somebody from within your organisation who is not involved in the delivery or assessment of the unit selected for internal verification. The role of the IV is to ensure that all assessment decisions made are valid, reliable and objective.
- (8) Please ensure that the following criteria have been met before ticking the box.
  - Facilities for course delivery are appropriate e.g. a sports hall/gym/outdoor area or equivalent is available for practical activities
  - Equipment for course delivery is suitable e.g. a variety of equipment is available in good condition
  - Equity policy is active
  - Health and Safety policy is active
  - Venue and Tutors are suitably insured
  - Details of trained Sports Leaders will be recorded and stored securely

## NOTES ON CANDIDATE UNIT CERTIFICATION

- Candidates are registered for the full qualification but may only complete part thereof e.g. Units 1, 3 & 5. They will be certified for the units completed.
- Candidates can register onto another course at a later date. If they wish to complete further units of the qualification, this will incur a registration fee.
- Candidate registration fees remain the same whether registration is for whole or part of the qualification.
- There is no differentiation in registration fees as the administration and quality assurance procedures required to register courses, as well as candidates, are identical.
- Likewise, this includes resources provided. We would encourage candidates to complete the whole course where possible, achieving the full qualification.
- Similarly, centres need to be accredited for the whole qualification. This provides Sports Leaders UK with evidence that the ethos and philosophy of the qualification is fully understood. It also allows centres flexibility to deliver all units if they decide to add more units to their delivery at a later date, extending the course end date.

If you have any questions regarding the above, 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



**SPORTS LEADERS UK**  
LEVEL 2 AWARD IN DAY WALK LEADERSHIP

Course Number **B**

Please refer to notes overleaf when filling out this application form (1). Please complete in BLOCK CAPITALS using a ballpoint pen.

## APPROVED ASSESSMENT CENTRE (2)

Centre ID Number \_\_\_\_\_

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

Tel \_\_\_\_\_

Contact Name (Centre Course Manager) (3) \_\_\_\_\_

If above details are not known, please complete the following section.

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Fax \_\_\_\_\_

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

## BILLING ADDRESS (4) If different from above

Address \_\_\_\_\_

Postcode \_\_\_\_\_

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

## SITE DETAILS (5) If different from Approved Assessment Centre

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              | _____   |

## TUTOR/ASSESSOR (2)

Name \_\_\_\_\_

Based at Approved Assessment Centre  Based at Site

Tel \_\_\_\_\_

Fax \_\_\_\_\_

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

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

Date of Birth (2) / / \_\_\_\_\_

## TUTORS All tutors must be registered (2)

Continue on a separate sheet if required

### FIRST TUTOR

Name \_\_\_\_\_

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

Date of Birth (2) / / \_\_\_\_\_

Have they attended Sports Leaders UK Tutor Training in the last three years?  YES  NO

Date of training / / \_\_\_\_\_

Venue \_\_\_\_\_

### SECOND TUTOR

Name \_\_\_\_\_

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

Date of Birth (2) / / \_\_\_\_\_

Have they attended Sports Leaders UK Tutor Training in the last three years?  YES  NO

Date of training / / \_\_\_\_\_

Venue \_\_\_\_\_

## COURSE DATES

Start / / \_\_\_\_\_

Finish / / \_\_\_\_\_

No. of candidates on course (6) \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

## INTERNAL VERIFIER (7)

Name \_\_\_\_\_

Based at Approved Assessment Centre  Based at Site

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

Tel \_\_\_\_\_

Fax \_\_\_\_\_

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

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

Date of Birth (2) \_\_\_\_\_

## FOR OFFICE USE ONLY

Accreditation visit required  YES  NO

**1. WHY ARE YOU INTENDING TO RUN THIS DAY WALK LEADERSHIP COURSE?**

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

YES  NO If yes, please give details

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

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

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**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 QUALIFICATION.**

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 LEADERSHIP EXPERIENCE REQUIREMENT OF UNIT 10?**

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**6a. WHICH UNITS OF THE QUALIFICATION DO YOU INTEND DELIVERING?**

All  Some (Please select)  1  2  3  4  5  6  8  9  10

(Unit 1 is compulsory for all candidates)

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

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

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

The qualification is open to the general public - anyone can attend

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

**8. WHAT NATIONAL FIRST AID QUALIFICATION WILL THE SPORTS LEADERS ATTAIN?**

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**9. WHAT IS THE BACKGROUND OF THE CANDIDATES?**

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**10. HOW DO YOU FUND YOUR QUALIFICATION?**

The candidate pays all costs

From fundraising or voluntary sources

The candidate pays some costs

From my organisation's budget

From the exam budget

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

Through Government funding schedules

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

Nothing

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

The cost of the qualification only

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

**12. HOW DID YOU HEAR ABOUT SPORTS LEADERS UK COURSES?**

Exhibition

Advertising

Internet

Direct Mail

Word of mouth

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

**13. PLEASE ENCLOSE A DOCUMENT DETAILING THE COURSE PROGRAMME. THIS SHOULD INCLUDE:**

1. Date and venue for any off-site activities

2. A breakdown of units covered during each practical session

3. What practical leadership opportunities the candidates will have

**SIGNED ON BEHALF OF THE APPROVED ASSESSMENT CENTRE:**

I understand that in order to run this course, my AAC will have checked that the facility requirements have been met. See back of application form for full list of criteria. (8)

I understand that the whole award must be accredited, even if only some units are delivered.

Signature \_\_\_\_\_

Date \_\_\_\_\_