

Quality Assurance Check List



The following documents must be kept at the front of your Centre Course Management File and be available for any Quality Assurance visits.

If any documentation is missing this will result in an unsatisfactory report and as a consequence, learner certificates being withheld.

Records for all courses must be kept for a minimum of three years.

Further information is available in the Approved Assessment Centre Manual and Association website resources.

Sports Leaders UK Quality Assurance Officers will look at your original documentation or copies of:

- Course Plan and/or Scheme of Work** : For all the qualifications delivered. This must include the correct number of guided learning hours and where learners will be recognised for prior learning, including any cross-referencing material
- Attendance Register** : Evidence of hours attained by the learners
- Learner Registration** : Details received from Sports Leaders UK and sent to the Centre Course Manager at the start of the course
- Internal Assessment Record** : Fully completed record including supporting notes, either one of the three templates from the Tutor Resource or one of your own design which includes the same information/level of detail. This document must have been completed for historical courses and be up-to-date for current courses
- Internal Verification Record** : Fully completed and signed by the named Internal Verifier, including supportive notes (available in the Tutor Resource). This document must have been completed for historical courses and be up-to-date for current courses. 20% of learners or a minimum of three/maximum of ten to be sampled for each cohort of learners against one unit of the qualification
- Learner Evidence** : For each course for the same 20% of learners that were sampled by the Internal Verifier the complete course evidence must be retained (minimum three/maximum ten). This must include the Internal Assessment Record, the Learner Statement of Authenticity and the Independent Assessor Form for the same learners. Further information is available in the Approved Assessment Manual.
- Other Documentation We Will Need to See** :
 - All internal correspondence between members of the Approved Assessment Centre staff, to include the Internal Verification plan agreed between the Tutor/Assessor and the Internal Verifier; and records of all meetings where there has been a difference of opinion and how these issues were resolved throughout the duration of the course
 - A copy of your Sports Leaders UK Terms and Conditions
 - Tutor Training Certificate(s)
 - Any correspondence relating to the course between the Approved Assessment Centre and Sports Leaders UK Customer Service Team
 - Copies of National Governing Body Award Certificates (where applicable)

If possible the Sports Leaders UK Quality Assurance Officer would like to see a practical leadership session or speak to a group of learners for up to 20 minutes during their visit. Your Sports Leaders UK Quality Assurance Officer will also check the safe storage of records and the location and application of internal policies and insurance.

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