

Approved Centre Checklist

This checklist can be used to ensure all aspects of becoming an Approved Centre for Sports Leaders UK qualifications are in place before signing the [Terms and Conditions](#).

By agreeing to the Terms and Conditions you are confirming that you have read, understood and if applicable, have in place the following:

Tick to confirm	Essential Approved Centre requirements
Centre Course Manager (CCM)	
	An understanding of the minimum spend procedure for all Approved Centres to deliver Sports Leaders UK qualifications
	An understanding of the following Sports Leaders UK policies: <ul style="list-style-type: none"> • Centre Withdrawal Policy and Procedure • Centre Maintenance Policy and Procedure • Invoice and Refund Policy
	A thorough understanding of the external quality assurance procedures and expectations, as well as the Centre Manual
Approved Centre Policies – Every Approved Centre must have policies the following in place that are available for Learners and personnel to access	
	Data Protection Policy
	Health and Safety Policy
	Equality Policy
	Whistle Blowing and Complaints Policy
	Malpractice Policy
	Safeguarding Policy
Approved Centre staff roles and responsibilities	
	Suitably appointed Centre Course Manager (CCM)
	Appropriately appointed and suitably trained staff
	Staff to have access and an understanding of the purpose of the Tutor Association , Centre Manual and the Briefing for Centres
	All staff must have an understanding of the Quality Assurance Policies and Procedures to be implemented within your Centre including: <ul style="list-style-type: none"> • Internal quality assurance procedures and the retention of administration evidence for external quality assurance purposes • Retention and availability of learner evidence as referenced in the Centre Manual • Effective internal communication arrangements to inform Learners and staff of the requirements of Sports Leaders UK qualifications

	<p>Awareness and access to Sport Leaders UK policies</p> <ul style="list-style-type: none"> • Maladministration and Malpractice • Whistleblowing and complaints
	Dissemination of training information and correspondence from Sports Leaders UK
Centre requirements	
	Public Liability Insurance worth £5million and above
	Secure assessment arrangements and storage as required
	Suitable facilities for delivery and assessment of qualifications
	The Centre must ensure that they meet the Sports Leaders UK Training requirements as outlined in the Centre Manual before the Centre is approved