

## Maintained Qualification Centre Status Policy and Process

### Introduction

This policy is aimed at customers who wish to retain their Approved Qualification Centre status with Sports Leaders UK without being subject to the minimum spend for an academic year (August-July), as agreed to in the Terms and Conditions (2016). This is relevant for Centres who have no plans to register new Sports Leaders UK qualifications during this period.

The policy sets out the steps a Centre must follow when opting to maintain their Qualification Centre status and Sports Leaders UK responsibilities in dealing with such requests.

### Review arrangements

Sports Leaders UK will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities

If you would like to feedback any views please contact Sports Leaders UK via the details provided at the end of this policy.

### Centre responsibility

It is important that all staff involved in the management, assessment and internal quality assurance of our qualifications, are fully aware of the contents of the policy. Failure by a Centre to inform Sports Leaders UK of their wish to maintain its Qualification Centre status will result in the Centre breaching the Terms and Conditions.

### Definition of Maintained Qualification Centre status

Maintained Qualification Centre status is used when a Centre wishes to remain an Approved Qualification Centre for an academic year whilst not being subject to the minimum spend as agreed to in the Terms and Conditions as they have no plans to register qualifications during that academic year.

### Process for becoming a Maintained Qualification Centre

Sports Leaders UK requires formal notification via an email to [contact@sportsleaders.org](mailto:contact@sportsleaders.org) from Centres wishing to be granted Maintained Qualification Centre status for an academic year. By a Maintained Qualification Centre status being granted the Centre will be no longer accountable to the [minimum spend](#) clause in the Terms and Conditions during this temporary period. During this period a Centre will not be able to register Sports Leaders UK qualifications.

Centres should inform Sports Leaders UK by 1<sup>st</sup> November at the latest, should they wish to become a Maintained Qualification Centre for the current academic year, for example: should a centre wish to become a Maintained Centre for the 2017/18 academic year, they must inform Sports Leaders UK by 1<sup>st</sup> November 2017. Sports Leaders UK will confirm receipt of the notification within 5 working days of receiving the email notice.

During a maintenance period Centres must ensure all previous qualification evidence is retained as stipulated in the Centre Manual.

Sports Leaders UK will invoice the Centre a [maintenance fee](#) to cover administration costs and any outstanding fees in line with the Terms and Conditions that have been agreed to.

At the end of the academic year (31<sup>st</sup> July) the Centre will be reinstated to an active Qualification Centre and will be subject to all Terms and Conditions agreed to. If a Centre does not wish to continue as an active Sports Leaders UK Qualification Centre then the Withdrawal Policy must be followed.

#### **Being a Maintained Centre for two consecutive academic years**

Activation of the Maintained Qualification Centre status can occur for two consecutive years. However, the Centre must still inform Sports Leaders UK of their intention to extend their maintained status beyond the first academic year by the 1<sup>st</sup> November. This is the maximum time period that a Centre can be granted Maintained Qualification Centre status. Following these two years a Centre will automatically become active once again, therefore subject to the Terms and Conditions. If a Centre does not wish to continue as an active Sports Leaders UK Qualification Centre then the Centre Withdrawal Policy must be followed.

#### **Reinstating Active Qualification Centre status early**

Should a Centre who is under Maintained Qualification Centre status wish to be reinstated as an active Centre prior to the end of the academic year in which the status ends, they can do by emailing [contact@sportsleaders.org](mailto:contact@sportsleaders.org). Once the Centre becomes active again they will be liable to meet the [minimum spend](#) for that academic year. However, Sports Leaders UK will credit the maintaining fee once the minimum spend has been met.

#### **Contact us**

If you've any queries about the contents of the policy, please contact Sports Leaders UK, Telephone: 01908 689180 or via email: [contact@sportsleaders.org](mailto:contact@sportsleaders.org) or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.