

Sports Leaders UK Imposed Sanction Centre Withdrawal Policy and procedure

Introduction

This policy is aimed at Sports Leaders UK Qualification Centres and sets out the process that will be followed following the imposed sanction of Centre Approval withdrawal.

Imposed sanction withdrawal of Centre approval

This policy outlines how Sports Leaders UK will manage the imposed sanction of enforced withdrawal of Centre approval. The policy outlines how Sports Leaders UK will manage this process and take all reasonable steps to protect the interests of any learners currently registered on the qualification(s).

For withdrawal of Centre approval requests refer to the Sports Leaders UK Centre Withdrawal and Policy procedure.

Please note, whilst Sports Leaders UK have a regulatory responsibility to protect the interests of learners/delegates, the learners/delegates are recruited and registered by the Centre and not Sports Leaders UK and therefore any fees learners/delegates may have paid upon enrolment were paid to the Centre and not to Sports Leaders UK and as such Sports Leaders UK are not liable for refunding any fees.

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.

1. Imposed Sanction Centre Withdrawal notification policy

When a Centre has the sanction of Centre Approval removal the Centre (Head of Centre and Centre Course Manager) will be informed as outlined in the Sports Leaders UK's Malpractice and Maladministration Policy and the Sports Leaders UK's Sanctions policy and procedure.

Imposed sanction of withdrawal of approval means a Centre will become inactive and therefore will no longer be accountable to the Terms and Conditions currently in place and will not be approved for delivering Sports Leaders UK qualifications.

When a Centre withdrawal is imposed by Sports Leaders UK's approval the Centre may be required to carry out actions to have transitional provisions in place to protect the interests of the learner(s) these may include:

- Learners/delegates to be able to complete Sports Leaders UK qualifications where learners/delegates have been registered
- Providing or arranging an assessment opportunity for the learners/delegates
- Learner/delegate guidance and support
- Access to Centre's complaints and appeals procedures
- Certification claim on behalf of the learner/delegate
- Re-assessment opportunity for the learners/delegates if required.

All of the above will be covered within an action plan as part of the imposed sanction as required.

Sports Leaders UK will invoice the [Centre the Withdrawal of Approved Centre fee](#) to cover administration, assessment and Quality Assurance costs. In addition any outstanding payments must be settled by the Centre before withdrawal is granted.

2. Protecting learners through withdrawal of approval

Sports Leaders UK when imposing the withdrawal Centre approval, will assess whether any learner transition actions are needed, if learner transition is required the following will happen:

Learner/delegate transition actions required:

- Work with the Centre and/or any learners/delegates affected by the withdrawal in order to transfer them – where possible and feasible – to another Centre to enable them to carry on with the qualification(s) they are registered on.
- If no alternative Centres are available/suitable for any learners/delegates affected by the withdrawal Sports Leaders UK will carry out direct assessment where possible. The Centre will be liable for this cost.
- If the learners/delegates do not wish to carry on with the qualification(s), Sports Leaders UK would withdraw them from the qualification.
- Once all adverse effects for the learners/delegates are mitigated the Centre's records will be updated on activation of the withdrawal, to reflect the fact the Centre is no longer an approved Centre and therefore is unable to offer the qualification(s)

At all times, the Sports Leaders UK staff member will seek to ensure that all parties affected by the withdrawal are kept appropriately informed throughout.

Alternatively, if the Centre or learner is unhappy they can then take the matter through our complaints arrangements which are outlined in our Complaints Policy. If the Centre is



unhappy with the decision to withdraw approval then they can take the matter through our appeals arrangements which are outlined in our appeals policy.

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 or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.

Centre Approval Withdrawal Form

Centre Name:	
Post Code:	
Centre Number:	
Date of submission:	
*Date of intention to withdraw:	

*Date -The above date should be on completion of all outstanding learners/delegates' assessment and associated certificate to Sports Leaders UK awards and qualifications. In addition, Sports Leaders UK requires twelve weeks' notice of Centre withdrawal.

Sports Leaders UK values your feedback as to why you are withdrawing from delivery of all awards and qualifications. Please provide a brief summary of your withdrawal reasons below.

Learners/delegates

Do you have any outstanding registered learners/delegates registered onto Sports Leaders UK qualifications? Yes/No

If yes, please provide a full list of learners/delegates' names and the course number they are registered on.

Please outline how you intend to support all existing learners/delegates through the remainder of their assessments (including guidance, support feedback on work submitted in preparation for assessment) to ensure their needs and expectations are met and standards are achieved as required.

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External Quality Assurance

Date of last External Quality Assurance (EQA) Review:

Any Centre wanting to withdraw from delivering Sports Leaders UK qualifications will need to go through a final External Quality Assurance review.

A Centre must maintain records of all learner assessment and internal quality assurance activity and make these available to Sports Leaders UK for a final external quality assurance review before the Centre is placed as inactive.

Centre Course Manager name and contact number and email address	
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