

1st4sport Qualifications
the awarding body for active learning and leisure

Recognised Centre Requirements

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Developing and awarding qualifications for the active learning and leisure industry

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Recognised Centre Requirements

The 1st4sport Recognised Centre Requirements set out the arrangements for the regulation of qualifications within 1st4sport recognised centres. As an awarding body, 1st4sport must adhere to the criteria established by the regulatory authorities and, in turn, recognised centres must also comply with components of these. Therefore, the following requirements encompass details of relevant statutory regulation outlining the level of compliance recognised centres must be prepared to undertake in the management, delivery, assessment and quality assurance of 1st4sport qualifications.

In addition to these requirements, we expect our recognised centres to comply with the qualification specific requirements per qualification. Please refer to the appropriate qualification specification for details.

To support our recognise centres to establish and maintain their recognition and approval status in accordance with our requirements we have implemented *Athena*, a web based quality assurance system. *Athena* is designed to encompass a number of web-based forms which underpin our quality assurance arrangements and support the following processes which relate to centre activity:

- Recognition, approval and updates
- External Verification
- Access arrangements
- Allegations and appeals
- Centre responses to actions as a result of sanctions

Athena is referred to throughout these requirements to guide centres on their responsibilities with regards to updating their organisational and personnel details within the system. Additionally, it assists centre in their understanding as to when to complete our web based quality assurance forms and what type of information must be provided. Further guidance on *Athena* is provided within the *1st4sport Athena User Guide for Recognised Centres*.

CR1: Quality-management Requirements		
CR1.1 Quality-management System	CR2.1.2 Components of the Quality-management System	<p>Recognised centres are required to have a quality-management system in place, which, as a minimum, consists of all Quality-management Requirements contained within this section. The Head of Centre (HoC) is ultimately responsible for the total quality management, delegating related tasks to appropriate individuals where required.</p> <p>Recognised centres are required to maintain their organisational details, centre contacts' and all of the required policies, procedures and statements on <i>Athena</i>. This is usually managed by the centre administrator, supervised by the HoC. This information must be made available to all personnel involved.</p>
	CR1.1.3 System Implementation	<p>Everyone involved in the, management delivery, assessment and quality assurance of 1st4sport qualifications must be up to date with the quality policy, procedures and standards and all required policy and procedures, as outlined within the <i>1st4sport Recognised Centre Requirements</i>.</p> <p>The responsibility for the management and application of the different components of the system and related procedures and records must be clearly and appropriately allocated by the HoC and adhered to by all relevant people.</p>
	CR1.1.4 Monitoring of the Quality-management System	<p>The recognised centre's quality-management system must be systematically reviewed, to ensure compliance with the <i>1st4sport Recognised Centre Requirements</i> and to ensure learner and personnel needs are consistently addressed. Performance management and self-assessment activities are required of centres, relating to both centre systems and course/programme monitoring. Any revision to the system and related procedures must be communicated to all relevant people.</p>

Centre contacts includes Head of Centre, Centre Administrator and Finance officer.

CR2: Quality-management Requirements			
CR2.1 Management of Personnel and Related Systems	CR2.1.1 Personnel Requirements ¹	CR2.1.1.1 Head of Recognised Centre (HoC) Selection Criteria	<p>The HoC is required to have experience of both the management of systems and personnel.</p> <p>A background in education, with knowledge of quality management, is desirable.</p>
		CR2.1.1.1 Head of Recognised Centre (HoC) Responsibilities	<p>The head of a recognised centre (HoC) must be a named individual responsible for the overall management, delivery, assessment and quality assurance of the approved units and qualifications awarded by 1st4sport. This person is ultimately accountable for recognised centre activity and is required to have the authority to be able to effectively respond to any corrective actions required by 1st4sport on behalf of the centre, influencing related personnel.</p> <p>The HoC is directly responsible for the total quality management, the centre administrator, finance officer, the qualification-specific quality coordinators (QCs), their inductions and continued professional development (CPD). They are also accountable for the required centre policies, procedures, statements and related personnel. The HoC may delegate aspects of his/her responsibilities where deemed necessary.</p> <p>The HoC will be contacted in the event that the centre is under investigation by 1st4sport. In these instances, the HoC must ensure relevant personnel are aware of their individual responsibilities, that they cooperate fully and assist the independent investigator in establishing the full facts and circumstances of the allegation.</p> <p>The HoC's name and contact details must be maintained on <i>Athena</i>.</p>

¹One person may fulfil a number of the required roles. For example, a quality coordinator may undertake the role of an internal verifier. Tutors are likely to be internal assessors and, indeed, in our smaller centres, tutors may undertake roles such as administrators, internal assessors and/or quality coordinators. Internal verifiers must not verify work if they have been involved in any aspect of its assessment. In addition to this, independent assessors (who are only applicable to our vocationally related qualifications) per course cohort must only undertake the role of independent assessor and cannot be involved in any other component of the delivery and/or assessment of the qualification for that course cohort.

Qualification-specific requirements for personnel (specifically tutors, assessors and internal verifiers) are detailed in every Qualification/Pathway Specification. These are required to be applied in addition to these generic requirements and must also be incorporated into the recruitment selection criteria. This information is also available via the 1st4sport website: www.1st4sportqualifications.com

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.2 Centre Administrator Selection Criteria	There are no specific selection criteria for centre administrators. However, it is strongly recommended that they have experience of administration and a comprehensive understanding of the 1st4sport generic and qualification-specific administration requirements, systems and procedures. It is expected that the centre administrator has the capacity to be able to use <i>Athena</i> .
		CR2.2.1.2 Centre Administrator Responsibilities	<p>The centre is required to appoint a person to the role of centre administrator, who should be responsible for dealing with any enquiry directly related to recognised centre status. Such enquiries are likely to be between 1st4sport and the centre.</p> <p>It is deemed appropriate that the centre administrator be responsible for the maintenance of the the required centre policies, procedures and statements supervised by the HoC and maintained on <i>Athena</i>.</p> <p>The centre administrator is required to be allocated as the Super-user on <i>Athena</i>, they are required to create, activate and maintain other users within <i>Athena</i> in line with the <i>Athena User Guide for Recognised Centres</i>.</p> <p>Additionally they must maintain the Centres profile also on the system.</p> <p>Centre administrators have a particular responsibility for complying with 1st4sport administration requirements and must also be aware of any requirement related to the records the centre is required to maintain across the depth and breadth of its activities. In addition they must be aware of any criteria contained within the initial application for recognised centre status and any updates.</p> <p>The Centre Administrators name and contact details must be maintained on <i>Athena</i>.</p>

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.3 Finance Officer Selection Criteria	There are no specific selection criteria for finance officers. However, it is strongly recommended that they have experience in this remit and a comprehensive understanding of the systems under which 1st4sport operate in direct relation to finance.
		CR2.2.1.3 Finance Officer Responsibilities	<p>The centre is required to appoint a person to the role of finance officer, with the specific responsibility for ensuring that all financial arrangements are adhered to. The finance officer is responsible for paying invoices, raising purchase orders, issuing cheques, the production and management of statutory accounts and the preparation of budgets. 1st4sport will liaise directly with the finance officer, should any finance queries arise.</p> <p>The finance officers name and contact details must be maintained on <i>Athena</i>.</p>
		CR2.2.1.4 Quality Coordinator (QC) Selection Criteria	<p>The quality coordinator per qualification is required to:</p> <ul style="list-style-type: none"> • have an understanding of the education system • be able to effectively supervise the qualification, ensuring all related documentation and records are maintained for quality purposes • have experience of overseeing personnel within a business/ education environment.
		CR2.2.1.4 Quality Coordinator (QC) Responsibilities	<p>The quality coordinators (QCs) must be named individuals per qualification who are ultimately responsible for the quality and coordination of specific qualifications ensuring the recognised centre policies and procedures are complied with and monitoring of courses/cohorts to ensure compliance with all relevant requirements.</p> <p>The QC per qualification is also ultimately responsible for managing qualification personnel² in accordance with the stated <i>1st4sport Recognised Centre Requirements</i> throughout the breadth of the qualification-specific activities.</p> <p>The QC must ensure their qualification team have access to and comply with centre policies and procedures contained <i>Athena</i> and all qualification specific information.</p>

²Qualification personnel include the quality coordinator Qualification Administrator, tutors, internal/independent assessors, internal verifiers, moderators, invigilators and mentors (where required)

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.4 Quality Coordinator (QC) Responsibilities (continued)	<p>The QC is required to provide inductions and facilitate training opportunities for the development and training of all qualification-specific personnel.</p> <p>The QC is ultimately responsible for the quality assurance of the qualification and the conduct of course/cohort self-assessment. Where internal verification is required, responsibilities related to assessment may be delegated to the internal verifier (IV).</p> <p>The QC specific to each qualification is required to ensure the application forms for reasonable adjustments on behalf of learners are completed, ensuring the requests and subsequent evaluations are reported to 1st4sport via <i>Athena</i>.</p> <p>The QC per qualification must ensure they have the appropriate staff resources and systems necessary to support the assessment of units and the award accumulation and transfer of credits with 1st4sport and where necessary support the recording of exemptions.</p>
		CR2.2.1.5 Tutors/Personnel Involved in the Preparation of Learners for Assessment Selection Criteria	<p>Tutors are required to:</p> <ul style="list-style-type: none"> • be appropriately inducted into the requirements of the particular qualification • hold the qualifications and/or relevant experience specified in the criteria for tutors/assessors/verifiers of the relevant qualification specification. <p>In qualifications where delivery is not required, the selection criteria/requirements for those responsible for the preparation of learners for assessment are also detailed in individual qualification specifications.</p>

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.5 Tutors/Personnel Involved in the Preparation of Learners for Assessment Responsibilities	<p>Tutors (also referred to as coach educators and/or trainers) across the breadth of 1st4sport qualifications have a specific responsibility for the adherence to the 1st4sport delivery requirements for the particular qualification that they are qualified to deliver.</p> <p>Tutors' responsibilities include ensuring that all course/cohort information is communicated effectively to appropriate persons (administrators/assessors/internal verifiers/quality coordinators) to ensure effective management, reporting and administration of the course/cohort.</p> <p>Tutors or personnel involved in assessment planning and the preparation of learners for assessment are required to liaise with assessors to revise the assessment plan, where required.</p> <p>Tutors are likely to have the most contact with learners and, therefore, may be the most appropriate person to identify whether any adjustments to delivery/assessment per learner may be required. Additionally, it is also likely that the tutor will be the most relevant person to comment on a learners performance in the event of an aegrotat award being required. Upon receipt of a report from a learner related to an aegrotat award 1st4sport may contact the tutor for information.</p> <p>Personnel involved in delivery/the preparation of learners for assessment are required to be as stated on the initial application for qualification approval to 1st4sport or via the Qualification Update Form mechanism published on <i>Athena</i> the 1st4sport Quality Assurance System.</p>
		CR2.2.1.6 Internal and Independent Assessors Selection Criteria	<p>In relation to occupationally related qualifications, assessors are required to:</p> <ul style="list-style-type: none"> • either hold the qualifications needed to carry out assessment (LLUK Units D32/33 or A1/A2 Assessor Units), as appropriate, or, within 18 months of commencing their role, achieve A1/A2, as appropriate, or any qualifications as specified by the regulatory authorities, except where this requirement is replaced by equivalent measures contained within an assessment strategy approved by the regulatory authorities. <p>Assessment decisions made by unqualified assessors must be checked, authenticated and countersigned by an assessor who is appropriately qualified and occupationally expert for the qualification in question.</p>

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.6 Internal and Independent Assessors Selection Criteria (continued)	<p>In relation to vocationally related qualifications, assessors are required to:</p> <ul style="list-style-type: none"> hold or be working towards completing LLUK Units D32/33 or A1/A2 Assessor Units or hold the 1st4sport Introduction to Assessment Practice in Sport (IAPS) qualification, or equivalent, or have attended a programme of assessor training matched to National Occupational Standards (NOS). (Where the requirements contained within individual qualification specifications are different, these must take precedence.) <p>All 1st4sport assessors must:</p> <ul style="list-style-type: none"> have the occupational expertise outlined in the relevant assessment strategy/specification before commencing their role and must maintain the currency of this for the duration of their role. Have the introduction to Assessment Practice in Sport (IAPS) qualification, or equivalent, or have attended a programme of assessor training matched to National Occupational Standards (NOS). (Where the requirements contained within individual qualification specifications are different, these must take precedence.)
		CR2.2.1.6a Internal and Independent Assessors Responsibilities	<p>Assessors (internal and independent) have a specific responsibility for the centre's adherence to the 1st4sport assessment requirements.</p> <p>Assessors must carry out assessment to the LLUK A1 Unit standards, as appropriate, and are required to be familiar with the 1st4sport requirements for recording assessment decisions, maintaining the currency of this expertise for the duration of their role.</p> <p>Internal assessors are required for the purpose of assessing both occupational and vocational related qualifications Independent assessors are required for the purpose of assessing the independent component of vocational related qualifications only.</p> <p>Internal assessors are likely to have a large amount of contact with learners and, therefore, may be the most appropriate person to identify whether any adjustments to assessment per learner may be required. Additionally, it is also likely that the internal assessor will be a relevant person to comment on a learner performance in the event of an aegrotat award being required.</p>

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.6a Internal and Independent Assessors Responsibilities	Assessment must not be conducted by assessors who have a vested or personal interest in the outcome, in the event that this occurs close scrutiny via internal and external verification is required to be conducted.
		CR2.2.1.6b Assessor Additional Responsibilities (Occupational Qualifications)	<p>Assessors for occupational qualifications are responsible and accountable for:</p> <ul style="list-style-type: none"> managing the assessment system, from assessment planning to making and recording assessment decisions, as contained within the Recording and Reporting of assessment outcomes section of the <i>1st4sport Recognised Centre Requirements</i> assessing evidence of learners' competence against the National Standards in the qualification ensuring that learners evidence is valid, authentic and sufficient maintaining accurate and verifiable learner assessment and achievement records, as defined within the 1st4sport recording arrangements. <p>Assessment personnel are required to be as stated in the initial application for qualification approval to 1st4sport or via the Qualification Update Form mechanism published on <i>Athena</i>.</p>

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.7a Internal Verifiers (IVs) Selection Criteria	<p>In relation to occupational related qualifications, IVs are required to:</p> <ul style="list-style-type: none"> either hold the qualifications needed to carry out internal verification (LLUK D34 or V1 Assessor Unit) or, within 18 months of commencing their role, achieve the LLUK V1 Unit or any qualifications subsequently specified by the regulatory authorities. (Decisions made by unqualified internal verifiers must be checked, authenticated and countersigned by an internal verifier who is appropriately qualified occupationally expert, as specified by the relevant sector body.) <p>In relation to vocational related qualifications, IVs are required to:</p> <ul style="list-style-type: none"> hold, or be working towards completing, the LLUK Unit D34 or the V1 Verifier Unit or the 1st4sport Certificate in Internal Verification Practice in Sport (CIVPS) or a programme of training mapped to national standards. (Where the requirements contained within individual qualification specifications are different, these must take precedence.) <p>In relation to all 1st4sport qualifications, IVs are required to:</p> <ul style="list-style-type: none"> have the occupational expertise outlined in the relevant assessment strategy/specification before commencing their role and must maintain the currency of this for the duration of their role. <p>Internal verification personnel are required to be as stated upon the initial application for qualification approval to 1st4sport or via the Qualification Update Form mechanism published on <i>Athena</i>.</p>
		CR2.2.1.7b Internal Verifiers (IVs) Responsibilities	<p>Internal verifiers have the specific responsibility for the centre's adherence to the 1st4sport Internal Verification Requirements.</p> <p>Internal verifiers are required to carry out internal verification to the V1 standards, using knowledge of the content, structure and assessment requirements specific to the qualification/awards they are verifying.</p>

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.8 Moderator Selection Criteria	<p>Moderators are required to:</p> <ul style="list-style-type: none"> hold, or be working towards completing, the LLUK Unit D32/33 or the A1/A2 Assessor Units or hold the 1st4sport Introduction to Assessment Practice in Sport (IAPS) qualification, or equivalent, or have attended a programme of assessor training matched to NOS (where the requirements contained within individual qualification specifications are different, these must take precedence) have the occupational expertise outlined in the relevant assessment strategy/specification before commencing their role and must maintain the currency of this for the duration of their role.
		CR2.2.1.8 Moderator Responsibilities	Moderators have a specific responsibility for the centre's adherence to the 1st4sport moderation requirements.
		CR2.2.1.9 Invigilator Selection Criteria	There are no generic or specific selection criteria for invigilators. Tutors/internal assessors, or other responsible persons, may fulfil this role, where required.
		CR2.2.1.9 Invigilator Responsibilities	Invigilators have a specific responsibility for complying with the 1st4sport invigilation requirements detailed within the assessment requirements.
		CR2.2.1.10 Qualification Administrators Selection Criteria	There are no specific selection criteria for qualification administrators. However, it is strongly recommended that they have experience of administration and a comprehensive understanding of the 1st4sport generic and qualification-specific administration requirements, systems and procedures.
		CR2.2.1.10 Qualification Administrators Responsibilities	Qualification administrators are those responsible for the administration of a specific qualification. They have a responsibility for complying with the administration guidelines detailed within the 1st4sport Quality-management Requirements and also within the qualification-specific documentation supplied to a centre per qualification, when qualification approval is granted.

CR2: Quality-management Requirements			
CR2.2 Management of Personnel and Related Systems	CR2.2.1 Personnel Requirements	CR2.2.1.11 Mentor Selection Criteria	There are no generic selection criteria for mentors. If required, they are determined within the individual qualification/pathway specification.
		CR2.2.1.11 Mentor Responsibilities	Some qualifications refer to 'mentors', described as individuals who are there for the purpose of developing individual learners to achieve their learning and/or assessment plan. The need for mentors is determined by the individual qualification/pathway specification.
	CR2.2.2 Personnel Confirmation Arrangements	Centre personnel are required to be confirmed and agreed with 1st4sport within the initial <i>Recognition and Approval Applications</i> or via the <i>Qualification Approval Update</i> forms all via <i>Athena</i> , as confirmed within initial recognised centre/qualification approval applications to 1st4sport. Personnel must be competent and qualified to the appropriate level, meeting the generic and qualification-specific personnel criteria for their respective roles. Any changes in personnel must be reported to 1st4sport via <i>Athena</i> .	
	CR2.2.2 Records of Personnel	<p>The recognised centre is required to have procedures in place and records to show that all related personnel meet generic 1st4sport requirements related to personnel and those stated explicitly within the individual qualification specifications.</p> <p>The centre is required to retain copies of, and make available at the request of 1st4sport, reliable sources of evidence that personnel meet all required criteria (eg copies of valid certificates and/or references confirming appropriate experience and up-to-date résumés which include details of individuals' most frequent development activities). Such evidence may be required to be supplied to 1st4sport in a timely manner upon request and at external verification visits/reviews.</p>	
	CR2.2.3 Personnel Recruitment Arrangements	<p>Centres are required to have appropriate recruitment criteria, procedures and clear job/role descriptions for all personnel involved in the delivery, assessment and verification of qualifications to ensure they have the appropriate expertise.</p> <p>The centre must hire appropriate personnel and put in place systems before the qualifications are made available, in accordance with any requirements outlined in the individual qualification specifications.</p>	

CR2: Quality-management Requirements		
CR2.2 Management of Personnel and Related Systems	CR2.2.4 Personnel Induction and Professional Development Systems	<p>Centres are required to have a comprehensive induction for new personnel to the recognised centre and the related qualification, in line with identified needs to ensure personnel are adequately informed. Centres must ensure professional development opportunities for personnel, whereby reviews are undertaken within the context of a development plan for each member of personnel, this ensures personnel are supported to be able to fulfill their responsibilities.</p> <p>The professional development opportunities must be related to the respective roles of each member of personnel, thus ensuring opportunities to gain a common understanding of the relevant standards and requirements directly related to their roles.</p>
	CR2.2.5 Sufficiency and Competency of Personnel	It is required that there are sufficient competent and qualified personnel to meet the demand of each qualification, with specific reference to delivery, assessment and verification.
CR2.2 Management of Personnel and Related Systems	CR2.2.6 Provision of Personnel's Resources	All personnel are required to have sufficient time, resources and authority to perform their roles responsibly and effectively.
	CR2.2.7 Management of Subcontracted Services	The quality-management system must incorporate procedures to ensure effective management of any subcontracted services/partnerships/franchises. This serves to ensure the <i>1st4sport Recognised Centre Requirements</i> are communicated effectively, and adhered to within, satellite centres and/or at delivery/assessment sites affiliated to the centre. Changes to subcontracted services/partnerships/franchises must be approved by 1st4sport via <i>Athena</i> , using the <i>Qualifications Approval Update form</i> at least 20 days prior to any course authorisation.

CR2: Quality-management Requirements		
CR2.3 Management of Centre Sites and Facilities	CR2.3.1 Record of Centre Satellite/ Delivery/ Assessment Sites	The centre address must be that which is stated as the main centre on the initial recognised centre application to 1st4sport and confirmed in the centre profile on <i>Athena</i> . Included in the initial qualification approval application is the requirement to provide details of all locations and environments related to any aspect of the quality-management arrangements, delivery and assessment of a qualification (known as satellite centres and/or delivery/assessment sites). Any changes or additions to this information must be reported to 1st4sport via <i>Athena</i> using the <i>Qualification Approval Update Form</i> .
	CR2.3.2 Centre Facilities, Resources and Equipment	<p>The centre is required to have sufficient facilities and resources to effectively manage and administer the delivery and assessment of qualification(s) for which approval has been granted, in a quality-assured environment. These include:</p> <ul style="list-style-type: none"> • appropriate and secure storage facilities for the maintenance of required records • required personnel per qualification³ • required facilities, resources and equipment per qualification³. <p>It is required that facilities used for personnel and/or learners within any component of the delivery and/or assessment of a qualification must be accessible to all learners, as far as is practicable, and comply with the requirements of relevant and up-to-date health and safety, disability and equal opportunities legislation. The centre must ensure that appropriate risk assessments of the sites, facilities and resources used for delivery/assessment are undertaken, to reduce the risk of any accidents and maintain appropriate health and safety practice.</p>

³ Each individual qualification specification serves as additional criteria to there generic requirements and any additional requirements for personnel, facilities, resources and equipment should be reviewed and subsequently implemented. The full range of specialist equipment required per qualification must therefore be adhered to.

CR2: Quality-management Requirements		
CR2.4 Management of Recognised Centre Policies/ Procedures	CR2.4.1 Availability of Centre Policies/Statements and Procedures	The centre policies and procedures are required to be maintained on <i>Athena</i> . The required policies, procedures and statements should be made available to all subcontracted services, satellite centres, personnel and learners.
	CR2.4.2 Recognised Centre's Health and Safety Policy Content	<p>The centre is required to have an appropriate health and safety policy in place that considers the particular needs of learners and is made available to all personnel and learners.</p> <p>The health and safety policy should refer to the Health and Safety at Work Act 1974. Additionally, the centre is required to ensure an appropriate risk assessment is conducted to reduce the risk of any accidents and to make certain appropriate health and safety practice is adhered to by all personnel, learners, participants and any other relevant third parties. Risk-assessment forms and incident logs must be used to serve as tools that facilitate reviewing the number of accidents occurring and also evaluates the level of risk posed. Risk assessments must be made available for external verification purposes.</p>

CR2: Quality-management Requirements

CR2.4
Management of
Recognised
Centre Policies/
Procedures

CR2.4.3
Recognised Centre's
Equal Opportunities/
Disability
Discrimination Policy
Content

The centre is required to have, and operate under, an appropriate, explicit and documented equal opportunities policy and have procedures in place, which are made available to all personnel and learners. The policy is required to cover discrimination on the following grounds:

- age
- disability
- ethnic or national origin
- gender
- learning difficulties
- marital status
- nationality
- race
- sexual orientation.

The equal opportunities policy should refer to details provided by the Equality and Human Rights Commission and make specific reference to disability discrimination, in line with the Disability Discrimination Act (DDA) 1995 and the Equality Act 2006. The facilities are required to provide access for all learners for delivery and assessment purposes, in accordance with all relevant legislation, including the DDA and any successor legislation.

Where the centre does not have a statement and procedure related to access to Fair Assessment, it must be contained within the Equal opportunities policy.

CR2: Quality-management Requirements		
<p>CR2.4 Management of Required Centre Policies/ Procedures (continued)</p>	<p>CR2.4.4 Recognised Centre's Complaints Procedure Content</p>	<p>The centre is required to have an appropriate and documented complaints procedure, available to learners upon request. The procedure is required to incorporate the following stages:</p> <p>Stage 1: Verbal, informal complaint, discussion and outcome. A complainant should move to Stage 2 if he/she remains unsatisfied with the outcome.</p> <p>Stage 2: A formal written complaint, investigation and outcome. A formal written complaint is required to be dealt with by the centre complaints officer. A complainant should move to Stage 3 if he/she remains unsatisfied with the outcome.</p> <p>Stage 3: If the learner has followed Stage 1 and/or 2 of the complaints procedure and is still dissatisfied with the outcome, he/she has the right to take his/her complaint to 1st4sport.</p> <p>Complaints are required to be recorded and effectively resolved by a nominated centre complaints officer.</p> <p>Complainants must be referred to 1st4sport's complaints procedure and reporting mechanism, if they are not satisfied with the outcome provided by the centre. Complaints to 1st4sport must be made within 20 working days of decisions communicated or incidents occurring. Refer to the <i>1st4sport Allegations, Appeals and Handling Arrangements</i> for further details.</p>
	<p>CR2.4.5 Recognised Centre's Appeals Procedure Content</p>	<p>The centre is required to have an appropriate and documented appeals procedure in place, which is effectively adhered to and made available to learners upon request. The appeals procedure is required to include:</p> <p>Stage 1: Informal appeal by a learner (verbally or in writing) to the appropriate member of staff who initially made the assessment decision. Discussion with the learner; if he/she remains dissatisfied with the outcome, he/she should move to Stage 2.</p> <p>Stage 2: Formal appeal in writing, investigation and outcome. The centre appeals officer must deal with a formal appeal. The learner should move to Stage 3 if he/she remains dissatisfied with the outcome.</p> <p>Stage 3: If the learner has followed Stage 1 and Stage 2 of the centre's appeals procedure and is still dissatisfied with the outcome, he/she has the right to take his/her appeal to 1st4sport.</p> <p>Appeals are required to be recorded and effectively resolved by a nominated centre appeals officer. In the event that an appellant is not satisfied with the outcome provided by the centre, appeals to 1st4sport must be made within 20 working days of decisions communicated. Refer to the <i>1st4sport Allegations, Appeals and Handling Arrangements</i> for further details.</p>

CR2: Quality-management Requirements		
CR2.4 Management of Required Centre Policies/ Procedures (continued)	CR2.4.6 Recognised Centre's Enquiries Procedure	The centre is required to ensure an appropriate enquiries procedure is in place. Enquiries must be both recorded and effectively resolved (where an issue is raised).
	CR2.4.7 Recognised Centre's Access to Fair Assessment Statement Content	<p>The centre is required to have an appropriate and documented access to fair assessment statement in place, which must be understood and complied with by any personnel involved in management, delivery and assessment and also by learners. This should include details relating to access arrangements to delivery and learning opportunities and assessment, to ensure access is provided to learners affected by a disability, difficulty or for compassionate reasons. The statement should demonstrate that relative arrangements are used to ensure that such learners are not disadvantaged and unnecessary barriers are eliminated, to allow the fair and reliable assessment of learners.</p> <p>The centre is required to ensure special consideration and the implementation of reasonable adjustments comply with the provision and criteria outlined within <i>1st4sport Access Arrangements</i>.</p> <p>It is accepted practice that access to fair assessment procedures are contained within the equal opportunities policy.</p>
	CR2.4.8 Recognised Centre's Data Protection Policy/Statement Content	<p>The centre is required to have an appropriate and documented data protection policy/statement in place, which is effectively adhered to and made available to the public, personnel and learners.</p> <p>The centre must ensure that sufficient data is maintained securely and shared only with relevant parties or that permission is given in advance by the supplier of that data for it to be used for a specific purpose.</p>
	CR2.4.9 Recognised Centre's Child/Vulnerable Adult Protection Policy Content	The centre is required to have an appropriate and documented child/vulnerable adult protection policy/statement in place, which is effectively adhered to and made available to the public, personnel and learners. This must include details of how the centre will safeguard and provide protection to children and vulnerable adults from all forms of abuse and any arrangements/procedures in place to deal with possible abuse or investigate allegations. This information is required to be disseminated to all personnel and learners, to ensure that their responsibilities under these guidelines are understood.
	CR2.4.10 Reporting of Child/ Vulnerable Adult Abuse	Centre personnel/learners identifying possible abuse must report the incident to a nominated centre child/vulnerable adult protection officer, who is required to ensure the issue is dealt with in line with the recognised centre's child/vulnerable adult protection policy.

CR2: Quality-management Requirements		
CR2.4 Management of Required Centre Policies/ Procedures (continued)	CR2.4.10 Reporting of Child/ Vulnerable Adult Abuse (continued)	In the event of child/vulnerable adult abuse being committed by any 1st4sport personnel or tutors/assessors/internal verifiers who are contained on a 1st4sport qualification partner list (where applicable), the centre child/vulnerable adult protection officer is required to report any allegation to 1st4sport via the <i>Allegations</i> contained on <i>Athena</i> .
	CR2.4.11 Malpractice Arrangements and Reporting to 1st4sport	<p>Centre personnel are required to be familiar with procedures for reporting any suspected cases of malpractice involving centre personnel, learners or any relevant parties directly to 1st4sport.</p> <p>The centre is required to have nominated an individual to deal with allegations of malpractice. This individual should in turn report any allegations to 1st4sport via the <i>Allegations</i> form contained on <i>Athena</i>. Recognised centres are required to disseminate this procedure to all personnel and learners and must ensure that their responsibilities under these guidelines are understood.</p> <p>Centres that fail to comply with the guidance on regulations for assessment will lead 1st4sport to withhold the learners result. Withholding information or failing to report promptly any suspected cases of malpractice or non-compliance by centre personnel and/or learners may result in the imposition of sanctions/penalties on the recognised centre, with one possible outcome being the suspension of certification/registration or even recognised centre status. Centres should make learners aware of instances of malpractice and possible penalties for/consequences of breaching regulations. Recognised centres must ensure that learners are aware that if the allegations are proven, certificates may be invalid and those already issued may be withdrawn.</p>
	CR2.4.12 Investigations of Malpractice/ Child/Vulnerable Adult Abuse	The centre must have in place a nominated representative to supervise all investigations resulting from an allegation of malpractice, child/vulnerable adult abuse or other type of irregularity, ensuring all responses are made speedily using an objective approach.
	CR2.4.13 Amendments/ Updates to Policy and/or Procedure	All centre policies are required to be up to date, and must reflect any legal changes and be implemented throughout the centre.

CR2: Quality-management Requirements		
CR2.5 Administration Arrangements	CR2.5.1 Administration Accuracy	All information supplied to 1st4sport is required to be complete and accurate, with specific reference to course authorisations, learner registrations, certification or credit requests and any other documentation, which may affect the outcome of a learners result.
	CR2.5.2 Administrative Procedures ⁴	<p>The centre is required to have a system in place to ensure all generic and qualification-specific administrative procedures required by 1st4sport can be met within the stipulated timescales.</p> <p>Personnel responsible for the administration of a particular qualification are required to be explicitly named, with accompanying contact details as stated in the initial application for qualification approval or via <i>Qualification Approval Update Form on Athena</i>.</p>
	CR2.5.3 Administrative Procedure to Gain Centre Recognition and Approval Status	The <i>Recognition and Approval Application</i> , can obtained from 1st4sport via access to <i>Athena</i> , and must be completed in full. In addition to applying for centre recognition, organisations are required to apply to be approved for one of the qualifications we award. While this is a separate concept, the two are conducted in parallel. If you do not currently have recognition to deliver a particular qualification, you should allow a minimum of 20 working days before Centre Recognition and Qualification Approval is granted. This may take longer if you have not supplied all of the correct information in your application or where an initial visit with one of our external verifiers cannot be arranged. Centres should allow 40 working days between the submission of their application and the commencement of their first course, as it takes 20 working days to process a course authorisation.
	CR2.5.4 Administrative Procedure to Gain Qualification Approval	<p>Centres that are currently recognised by 1st4sport and would like to deliver additional qualifications are required to submit a <i>Qualification Approval Application</i> per qualification via <i>Athena</i> and must give a minimum of 10 working days for their qualification approval application to be processed.</p> <p>You are not approved to deliver a qualification until you have received formal authorisation from 1st4sport. If a centre is already approved to deliver one qualification, this procedure must be completed again in order to gain approval for each additional qualification.</p>

⁴ Administrative procedures relating to written assessments are contained within CR4: Assessment Requirements.

CR2: Quality-management Requirements

CR2.5
Administration
Arrangements
(continued)

CR2.5.5
Administration
Procedures
Relating to Course
Authorisation

After your centre has gained both recognised centre and qualification approval status it may plan to deliver programmes of learning and assessment (courses) for the approved qualification(s). To be able to engage with 1st4sport your centre will need to gain access to the 1st4sport On-line Service.

Please note that some of our centres, who are constituent organisations of particular Governing Bodies of Sport (ie: Football, Rugby Union and Cricket) have a customised interface with our On-line System and will be aware of the related processes through their engagement with the Governing Body.

To access the 1st4sport Centre Portal and On-line Services your centre needs to have registered its interest with us and been issued a system access key of username and password. If you do not have either, or have lost your password, or the system has locked you out (after five unsuccessful attempts) please contact the 1st4sport Centre Support Team on: Tel: 0113 290 7610 Email: cst@1st4sportqualifications.com

For each log-in we need you to tell us:

- The name of your Recognised Centre and ideally its 1st4sport Centre Code:
- The name of one or more Satellite Centres that you will be administering and ideally their 1st4sport Satellite Centre Numbers
- A chosen Username
- A chosen password containing at least seven numbers or letters (can be changed in the system if required)
- Password Reminder Question
- Password Reminder Answer
- An email address for the user - where automatic confirmations and updates will be sent.

When you have your system access key you will be provided with a user manual which describes how to log onto the system via our website and the Centre Portal link at: www.1st4sportqualifications.com

Once in the Portal you have access to a facility to seek authorisation to deliver a particular programme/course.

Programme/course authorisation should be completed via the On-line System at least 20 working days prior to the start date of the course. For an additional fee per learner you can access the FastTrack service that allows you to register a course between 10 and 19 working days before the start of course. To ensure the smooth and effective administration of your course you are encouraged to seek authorisation in advance of the 20-day point.

CR2: Quality-management Requirements		
CR2.5 Administration Arrangements (continued)	CR2.5.6a Administrative Procedures Relating to Learner Registration	<p>All learners on a programme/course for a 1st4sport qualification must be registered with <i>1st4sport</i> within 5 working days of the commencement of the programme/course. Only learners who are registered can be certificated.</p> <p>Registration of learners is completed via the 1st4sport On-line system, details of which are included in the <i>On-line System User Manual</i>. The On-line System also allows you to track and produce reports on the registration numbers for individual learners or courses at your centre.</p>
	CR2.5.6b Administrative Procedures Relating to Learner Certification	<p>Learners can only be certificated if they have been registered with <i>1st4sport</i> for a specified programme/course.</p> <p>Certification of learners is completed via the 1st4sport On-line system, details of which are included in the <i>On-line System User Manual</i>. An application for certification should be made to 1st4sport with 5 working days of the learners having successfully completed all aspects of the assessment for the qualification. The On-line System allows you to track and produce reports on which learners have been certificated for a particular qualification – by course.</p> <p>Centres may determine whether certificates are despatched directly to learners' home address or to the centre for distribution. If the former is chosen you will receive a letter confirming which learners have been certificated, to support your records and auditing.</p>

CR2: Quality-management Requirements		
CR2.5 Administration Arrangements (continued)	CR2.5.7 Learner Registration Periods	<p>Learners should be made aware that they have a specific period to complete their qualification – this known as the registration period. As a rule, this is 1 year for a Level 1 qualification, 2 years for a Level 2 qualification and either 2 or 3 years for a Level 3 qualification. Confirmation of this period is provided in the relevant qualification/pathway specification.</p> <p>Centres are not able to apply for certification for a learner outside their registration period, but must either re-register the learner or consider applying for Extension. Extensions are only granted in exceptional circumstances where the centre is responsible for the learner's non completion of their assessment. Learners who require an extension due to personal or adverse circumstances which have created a disadvantage must apply via our special considerations procedure.</p>
	CR2.5.8 <i>Fast Track</i> Service for Course Authorisation/ Resource Notification	<p>Centres are required to follow the course authorisation and resource ordering process 20 days prior to the start date of a course/programme. Centres who are unable to meet the 20 working days' notice for authorisation are automatically upgraded to the 1st4sport <i>Fast Track</i> service for course/programme authorisation/resource notification. This service enables centres to notify 1st4sport of their authorisation and resource needs 10–20 working days prior to commencement of the course/programme for a £5-per-learner surcharge (plus VAT, where applicable). 1st4sport cannot guarantee to authorise a course/programme or dispatch resources to the centre if notified less than 10 working days before the start date of the course/programme.</p> <p>To ensure that centres do not unintentionally access the <i>Fast Track</i> service, they are encouraged to seek delivery notifications on any emails relating to course authorisation. If a centre does not wish to take advantage of the <i>Fast Track</i> service for course/programme authorisation/resource notification, it must be ensured that paperwork is received by 1st4sport at least 20 working days before the start date of the course/programme.</p>
	CR2.5.9 Course/ Learner/Cohort Postponement/ Cancellation	<p>The centre is required to inform 1st4sport if a course is postponed or cancelled. The 4.6 Course Postponement/Cancellation Form must be completed in either instance and forwarded to the email address at the bottom of the form. If a course is to be postponed, the dates must be clearly stated on this form. If the dates are not known at this point, the course must be cancelled and then re-authorised via the authorisation and resource ordering process.</p>
	CR2.5.10 Learner Transferral	<p>Learners are only eligible to transfer to a different centre in the event that they have an appropriate rationale (eg they have moved home or there are no further opportunities at the centre for some time).</p> <p>In the event that a learner is eligible to move centre, all internal assessment must have been completed via the original centre. The original centre must provide a statement of authentication to the new centre, confirming that all internal assessment is reliable. The new centre must ensure independent assessment occurs in line with all related 1st4sport requirements. The original centre must not disadvantage learners by not allowing them to move if an appropriate rationale is provided simply because the new centre will obtain the learner statistic.</p> <p>The 4.7 Learner Transfer of Centre Report Form must be forwarded to 1st4sport to determine eligibility to transfer.</p>

CR2: Quality-management Requirements

CR2.5
Administration
Arrangements
(continued)

CR 2.5.11
Learner
Withdrawal

The centre is required to ensure that if a learner leaves midway through the course/programme, the course/programme will continue for other learners as long as funding is in place. The 4.8 Learner Withdrawal Report Form must be completed and forwarded to 1st4sport in the event of a learner withdrawing from a course/programme.

CR2.5.12
Termination of
Courses

The centre is required to inform learners that 1st4sport may help them to find an alternative course/programme if their original course/programme is terminated midway through (not as standard practice, only if exceptional circumstances lead a centre to terminate a course midway though). Where a 1st4sport course/programme is terminated, the 4.9 Course/Programme Termination Report Form must be completed and sent to 1st4sport.

CR 2.5.13
Administrative
Procedures for
Replacement
Certificates

If required, replacement/duplicate certificates for learners, or for centres on behalf of learners, will be supplied. As part of the quality-assurance procedures, 1st4sport is required to maintain a written record of any requests for replacement certificates and, if supplied with incorrect information, make an administrative charge.

The following fees will be charged:

Category A:	Correction of spelling or typographical error resulting from an administrative error made by 1st4sport.	Free
Category B:	Correction of spelling due to incorrect entry details on registration form, or replacement of lost or damaged certificate, or a change of name.	£11.75 per certificate

1st4sport will endeavour to trace records of learners' results. However, if the registration details cannot be found and the certificate cannot be issued, the fee will be refunded.

To make an application for a replacement certificate, the 4.11 Request for Replacement Certificate Form should be completed and returned to 1st4sport with a cheque made payable to Coachwise Ltd (if applicable).

Learners looking for a replacement certificate are requested to return the original certificate (if appropriate) and a photocopy of an appropriate document bearing their full name (eg driving licence, marriage certificate, birth certificate, deed poll certificate) with the application. Replacement certificates will normally be issued within 20 working days of receipt of a 4.11 Request for Replacement Certificate Form.

1st4sport Qualifications

the awarding body for active learning and leisure

CR2: Quality-management Requirements		
CR2.6 Financial Arrangements	CR2.6.1 Finance Procedures	<p>Centres are required to forward cheques made payable to Coachwise Ltd, or forward a purchase order number when ordering goods/services from 1st4sport.</p> <p>The fee per learner for each qualification is contained within the relevant qualification-specific administration guidance.</p> <p>In the event that a centre does not pay the required fees, a statement will be sent relating to the amount owed.</p>
CR2.7 Security Arrangements	CR2.7.1 Security of Learner and Achievement Details	<p>The centre is required to ensure the security of information on learners and their achievements, providing this information only to those who have a right to access it.</p>
	CR2.7.2 Confidentiality of Assessment Materials	<p>The centre is required to have security systems in place to ensure the confidentiality of assessment materials and records, including written assessment papers, records of marking and any learner evidence before, during and after assessment has occurred.</p>
	CR2.7.3 Reporting of a Breach in Security	<p>Centre personnel are required to be familiar with the 1st4sport procedures for reporting any breach in security to 1st4sport.</p>
	CR2.7.4 Storage Facilities	<p>Centres must ensure that they have appropriate and secure storage facilities to store all records of learners, their achievements, qualification activities and related personnel details and records for a minimum of five years.</p>

CR2: Quality-management Requirements		
CR2.8 Arrangements for the Maintenance of Documentation and/or Records	CR2.8.1 Quality-assurance Documentation	<p>All stated policies and procedures required by 1st4sport must be up to date, documented and maintained on <i>Athena</i>.</p> <p>All complaints, appeals, allegations of malpractice or child/vulnerable adult abuse, applications for access arrangements, related investigations and respective outcomes are required to be documented and retained for a period of five years after application for any of the above was made.</p> <p>Internal verification and moderation records are required to be documented and maintained for a minimum of five years after learner certification has occurred.</p>
	CR2.8.2 Personnel and Related Records	<p>Person specifications for all relevant personnel and records of reliable sources of evidence to demonstrate that they meet the requirements for a specific qualification must be stored for a minimum of five years after they have carried out their role.</p> <p>Staff inductions and ongoing development opportunities are required to be documented within a personnel development plan for each member of personnel.</p>
	CR2.8.3 Delivery and Assessment Documentation	<p>All delivery tools (learning programmes/schemes of work) must be developed and consistently maintained in a documented format. Assessment specifications, assessment methods and tools must also be maintained for monitoring purposes.</p>
	CR2.8.4 Centre Data	<p>As a minimum requirement, centres must ensure that they are aware of their unique centre number, provided by 1st4sport, and that 1st4sport are consistently updated with the following data:</p> <ul style="list-style-type: none"> • centre name • centre address • centre postcode • centre telephone number and email address • centre type • centre contact names and email addresses (HoC/QCs/centre administrator/qualifications administrator/finance officer). <p>Any changes in centre data must be reported to 1st4sport by updating their centre profile on <i>Athena</i> or by using the Qualification Approval Update Form also via <i>Athena</i>.</p>

CR2: Quality-management Requirements			
CR2.8 Arrangements for the Maintenance of Documentation and/or Records (continued)	CR2.8.5 Learner Data/Records	<p>As a minimum requirement, centres must maintain the following records for five years after the completion of a course/certification is granted:</p> <ul style="list-style-type: none"> • a register of learners containing details of each learner and their ULN (where appropriate)⁵ • a register of achievement per registered learner (by unit and/or qualification where appropriate) • names, dates of employment by the centre and CVs of tutors, assessors and internal verifiers • records of standardisation/assessor/internal verification activity/meetings • moderation reports • external verification activity/meetings • records of appeals, complaints, access arrangements, allegations of malpractice and allegations of child/vulnerable adult abuse • samples of completed assessments, as required and agreed with the EV. <p>Many of the above stated requirements may be recorded using the 1st4sport mechanisms or documentation provided centres are required to be able to hold and transmit securely details of assessment and outcomes to 1st4sport.</p> <p>Where learner consent is given the centre must use access to the learners previous achievements in their learner record to ensure that opportunities for credit transfer and exemption are maximised.</p>	
	CR2.8.6 Register of Learners	<p>Per learner, the register is required to include:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> • learner's surname/family name • learner's first name • date of birth • gender • address </td> <td> <ul style="list-style-type: none"> • ethnicity and disability • 1st4sport registration number (per qualification) • course number (per course) • date of registration. </td> </tr> </table> <p>A number of mechanisms can be used to record this information. It may be centre-specific. However, the 1st4sport mechanisms are appropriate and can be stored effectively, containing all relevant details.</p> <p>The register of achievement must be maintained per learner for a minimum of five years. It is deemed appropriate that records are stored electronically if they are effectively backed up.</p>	<ul style="list-style-type: none"> • learner's surname/family name • learner's first name • date of birth • gender • address
<ul style="list-style-type: none"> • learner's surname/family name • learner's first name • date of birth • gender • address 	<ul style="list-style-type: none"> • ethnicity and disability • 1st4sport registration number (per qualification) • course number (per course) • date of registration. 		

⁵ Unless a learner chooses not to have one the centre must have arrangements in place to obtain on behalf of the learners a unique learner (ULN) and a learner record.

CR2: Quality-management Requirements			
CR2.8 Arrangements for the Maintenance of Documentation and/or Records (continued)	CR2.8.7 Ethnicity Data	Centres are required to collect ethnicity data from all learners and submit the information to 1st4sport using via the candidate registration process. The required ethnic origin categories are as follows:	
		Asian British – Bangladeshi Asian British – Indian Asian British – Pakistani Bangladeshi Black African Black British Black Caribbean Chinese	Indian Mixed White and Asian Mixed White and Black African Mixed White and Black Caribbean Other Other Asian Other Black Other Mixed Background
			Other White Pakistani Prefer not to say White British White European White Irish White Non-European
	CR2.8.8 Disability Data	Centres are required to collect disability data from all learners and submit the information to 1st4sport via the candidate registration process. The required disability question and categories are as follows:	
		Do you consider yourself to have a disability? Yes/No/Prefer not to say	
		If yes, what is the nature of your disability?	
		Hearing Learning Multiple	Visual Mobility Physical Other Prefer not to say
	CR2.8.9 Learner Register of Achievement	Per learner, the register of achievement is required to include a record of the outcome of the qualification in full and/or the outcome of specific units of the qualification. Mechanisms that are required to maintain this record should include:	
		<ul style="list-style-type: none"> • a copy of a valid and reliable source of evidence of learner prerequisites to commencing a qualification and/or certification, where required • final result and/or unit certification • a copy of the learner's certificate/unit certificate • award date, the date on which the learner was issued with the certificate • internal verification/quality-coordination documentation (where applicable) • a copy of the Learner Certifications and credits. 	
		Other mechanisms are accepted as long as they include the minimum requirements, as stipulated above. The register of achievement must be maintained per learner for a minimum of five years after certification.	

CR2: Quality-management Requirements		
CR2.8 Arrangements for the Maintenance of Documentation and/or Records (continued)	CR2.8.10 Electronic Data/Records	It is deemed appropriate that records are stored electronically if they are effectively backed up.
	CR2.8.11 Data-protection Arrangements	<p>Recognised centres operate as an 'agent' for 1st4sport when collecting data. Therefore, when collecting any data, they are required to:</p> <ul style="list-style-type: none"> • provide a statement to all persons whose data is collected to ensure awareness is raised relating to the sharing of their data with 1st4sport and the relevant qualification partners (where appropriate) • clearly identify themselves and/or the organisation(s) on behalf of which the data is being collected prior to the collection of any personal data • refrain from holding any personal data for any purpose other than that which has been stated, which must be relevant and not excessive • ensure personal data is only used for the expressed purpose for which permission has been provided in advance by the supplier of the data.
	CR2.8.12 Storage of Assessment Papers	<p>Where applicable, in relation to specific qualifications, internal and independent assessment papers must be stored for a minimum of two years or 10 courses (whichever is the earliest) after certification for that qualification.</p> <p>Papers must be stored in a secure place and must not be given back to learners.</p>
	CR2.8.13 Learner Portfolios of Evidence	Upon completion of the course/programme (or earlier, dependent upon the delivery strategy), learners must retain their portfolios of evidence. Centres are required to retain a sample of copies of portfolios and samples of learners' work, as agreed with the EV, until the next external verification course/cohort-based visit.
	CR2.8.14 Audit-trail Arrangements	<p>Any of the <i>1st4sport Recognised Centre Requirements</i> may be reviewed during an external verification/quality-management visit. Therefore, all required records and documentation must be maintained and available, in line with stated requirements.</p> <p>Failure to do so may result in a threat to qualification approval and, ultimately, recognised centre status.</p>

CR2: Quality-management Requirements		
CR2.8 Arrangements for the Maintenance of Documentation and/or Records (continued)	CR2.8.15 Centre Achievement Monitoring	<p>The centre's achievements are required to be monitored and reviewed and used to inform future centre qualification developmental activity. Learners', employers' and others' feedback should also be used to evaluate the effectiveness of the qualification provision against the centre's policies and qualification aims, leading to continuous improvement.</p> <p>Information and recording systems should be used to enable learners' achievements to be monitored and reviewed, in relation to the centre's equal opportunities policy.</p>
	CR2.8.16 Centre Development Plan	<p>The centre is required to have a documented development plan in place, to ensure continuous improvement. Information used to inform the plan may include internal/external verification documentation, learner/qualification performance and outcomes of monitoring of the effectiveness of systems and procedures.</p>
CR2.9 Communication Systems	CR2.9.1 Reporting Arrangements	<p>The centre is required to have an effective communication system in place internally to all related personnel, learners and 1st4sport.</p>
	CR2.9.2 Awarding-body Updates	<p>All stated policies, systems, procedures, personnel and centre site details are required to be as stated in the original centre recognition and/or qualification approval application, or as provided via the 1st4sport update mechanisms on <i>Athena</i>. xxxxxxx see email.</p>
	CR2.9.3 Promotion of Qualification Information	<p>The centre is required to effectively promote accurate and up-to-date information about the qualification(s) and the breadth of the centre's activities to learners and to potential learners, where required.</p>
	CR2.9.4 Awarding-body and Partner Logo Infringements	<p>Centres are only eligible to use the 1st4sport logo after confirmation from. Centres are eligible to make a statement confirming that they are a centre which is recognised by the ofqual-recognised awarding body 1st4sport Qualifications to deliver specific nationally accredited qualifications.</p> <p>Qualifications developed in a partnership remit do not infer the right to use partner logos. The partner must be consulted at all times.</p>

CR2: Quality-management Requirements		
CR2.10 Monitoring Arrangements	CR2.10.1 Learner Evaluation Forms	Centres are required to ensure the Learner Evaluation Forms that learners must complete at the end of their course(s)/programmes(s) are returned to the 1st4sport Quality Management Team (QMT) in the pre-paid envelope provided.
	CR2.10.2 Self-assessment	<p>The HoC is required to ensure a self-assessment activity relating to the quality-management system is completed on an annual basis. QCs are required to conduct a course/programme-related self-assessment activity across the ratio of one in four courses/one to 50 learners within a cohort. Where the take-up of learners is not as great as this, the course/programme-related self-assessment must also be conducted once annually within active centres.</p> <p>Self-assessment may be delegated by the HoC/QCs to be completed by a more suitable member of personnel where deemed appropriate.</p>
	CR2.10.3 Monitoring/ External Verification Requests	<p>Any request from 1st4sport or the regulatory authorities to gain access to premises, records, information, learners and contracted personnel for the purpose of monitoring and/or verification must be complied with. Cooperation is, therefore, required in relation to all monitoring activities.</p> <p>The type of visit and required resources will normally have been stated in the EV visit planner to the HoC/QC and communicated in advance of the visit. The information is not requested in advance where the visit is conducted without informing the centre as part of the 1st4sport quality-assurance risk-assessment strategy.</p>
	CR2.10.4 External Verification, Audits and Availability of Personnel	<p>Dependent upon the type of visit, a member of the qualifications team must be available to facilitate EV visits/reviews and must ensure the EV has access to any requested documentation, learners or additional personnel. The type of visit and resources required to be available for verification will be communicated by the EV via the Monitoring Visit/Review Plan, which will be forwarded 10 days prior to the review (where possible) unless the rationale for the visit is to conduct a spot check.</p> <p>In the event that the purpose of the visit is to monitor qualification-approval arrangements for a course/programme for a specific qualification, tutors/internal assessors often act as the centre liaison for that visit (although this can be any member of the qualifications team).</p> <p>In the event that a centre systems visit is required, it is expected that the HoC or a nominated QC should facilitate the visit as the centre liaison for that visit.</p> <p>Centres must be aware that they must provide access to their premises, people and records to the qualifications regulars upon request.</p>

CR2: Quality-management Requirements		
CR2.10 Monitoring Arrangements (continued)	CR2.10.5 External Verification Documentation	<p>For Centre Systems Visits, verification/quality-assurance documentation prior to and post-visit/review must always be reviewed by the HoC (or a QC nominated to facilitate the visit on <i>Athena</i>), who must then disseminate information to appropriate personnel via effective communication systems. The HoC/QC is also required to provide feedback relating to this visit/review to 1st4sport after he/she has received any monitoring report via <i>Athena</i>.</p> <p>For course/programme-based external verification, the documentation prior to and post-visit/review must always be reviewed by the qualification-specific QC. The QC is required to provide feedback to 1st4sport after he/she has received any monitoring report via <i>Athena</i>.</p> <p>The ventilation reports on <i>Athena</i> all contains a centre feedback section which must be completed and submitted.</p>
	CR2.10.6 Corrective Actions	<p>Actions/best practice identified by external verification/quality-assurance visits/reports or written correspondence from 1st4sport are required to be disseminated to appropriate personnel and corrective measures to be implemented within the agreed timescales. The HoC/QCs are responsible for reviewing such actions to ensure that they have been effectively implemented. All corrective actions are contained on <i>Athena</i></p>
	CR2.10.7 Additional Reasonable Requirements	<p>The centre is required to comply with any reasonable requirements requested by 1st4sport following sufficient notice.</p>

CR3: Delivery/Preparation for Assessment Requirements

CR3.1 Initial assessment, prerequisites, RPL exemption claims and access arrangements

The centre is required to have a system in place to make an appropriate initial assessment of learners' existing skills, knowledge and understanding, ensuring all qualification prerequisites⁶ or specific requirements are met prior to registration. This must include a review of the age of the learner against the age categories under which qualifications are accredited, to ensure the appropriate application for funding. The initial assessment must ensure learners achievement via recognition of prior learning (RPL) is evaluated and confirmed to ensure an appropriate learning and assessment strategy per learner. The conduct of initial assessment enables centres to review and confirm learners who are eligible for exemptions (where appropriate).

After initial assessment of learners has been conducted, reasonable adjustments for delivery and/or assessment may be required by some learners in relation to delivery, which may require sufficient time for preparation by the centre and/or 1st4sport QMT. Therefore, centres must determine learners' particular needs and requests for the provision of access arrangements must be made to 1st4sport before the course/program or at an early stage of the period of registration, in order to determine the provision and type of reasonable adjustments required.

The centre must ensure that personnel who advise and guide potential learners have had training to ensure they are aware of access-related issues, 1st4sport procedures and that appropriate equipment/human resources are available for selected adjustments to assessment (according to the *1st4sport Synopsis of Reasonable Adjustments*).

The Reasonable Adjustments Application Form is contained on *Athena* and must be completed via this mechanism.

The outcomes of the arrangements made are required to be monitored via the mechanism where an evaluation of the adjustments after implementation must be completed.

⁶ Prerequisites per qualification are contained within individual 1st4sport qualification specifications.

CR3: Delivery/Preparation for Assessment Requirements

**CR3.2
Qualification
Induction**

An effective qualification and learning programme induction must be provided to all learners. The induction is required to ensure that learners have an understanding of:

- the centre’s policies, statements and procedures (as provided within the centre’s initial application/updates to 1st4sport)
- the learning and assessment outcomes of the qualification
- links to National Standards, key core/practical skills (as appropriate)
- the position of the qualification in relation to others
- the programme of learning and the expectation of learners relating to learning outcomes (where required)
- the programme of assessment and the expectation of learners relating to assessment criteria.

**CR3.3
Delivery⁷/
Assessment Strategy
(where required)**

Learners must be provided with appropriate means of gathering and/or providing evidence of knowledge and competence via an appropriate delivery/assessment strategy that incorporates all learning outcomes, as stipulated within the qualification specification (eg outlined learning programme/scheme for work-based evidence collection, lesson plans).

The delivery/assessment strategy must incorporate a plan to ensure that learners undertake all components of assessment within the established period of registration.

**CR3.4
Learning Programme**

The delivery of a learning programme per qualification must only be undertaken by personnel who have appropriate expertise and who meet the generic and qualification-specific tutor criteria or any identified criteria for those involved in the preparation of learners for assessment.

An appropriate learning programme (where required, according to the individual qualification specification) must be in place per qualification. It is preferred that, where they are available, the centre uses the learning materials/programme provided by 1st4sport and/or the relevant qualification partner to promote consistency of assessment across centres over the life of the qualification.

Where this is not available, or is not appropriate to the type of learners at the centre or for a specific course/learner cohort, appropriate and credible alternatives must be devised. These are required to incorporate all learning outcomes, assessment criteria and the theoretical/practical syllabus as a minimum, as stated within the relevant qualification specification.

All learning programmes are required to be delivered flexibly, to ensure all learner needs are met.

⁷ This requirement and all delivery arrangements are only relevant to qualifications where specifications incorporate delivery and/or preparation for assessment.

CR3: Delivery/Preparation for Assessment Requirements

**CR3.5
Delivery Methods**

Learning outcomes/assessment criteria (theoretical and practical) contained within each learning programme (where one is required) must be delivered effectively, to ensure all learners, irrespective of their learning styles, have the opportunity to participate. This should be achieved via the use of a range of effective delivery methods and tools administered flexibly, thereby meeting the needs of all of the learners.

The delivery mechanisms used must ensure all learners have the opportunity to achieve an understanding of the learning outcomes and successfully achieve the assessment criteria (both theoretical and practical) and should be set at the level determined by the relevant qualification specification.

CR4: Assessment Requirements	
CR4.4 Assessment Team	<p>Assessment of a qualification must only be undertaken by personnel who have appropriate expertise and who meet the generic and qualification-specific assessor criteria.</p> <p>Where there are more than two assessors for a qualification, they should be defined as an assessment team. In such instances, the roles, responsibilities, authorities and accountabilities of assessment across all assessment sites must be clearly defined, allocated and understood.</p>
CR4.5 Assessment Plans and Ongoing Monitoring of Learner Activity	<p>The centre is required to have a system in place to assist learners in setting targets related to their qualification(s), monitoring their progress towards these and establishing a review of such targets to ensure an appropriate assessment plan and revised assessment planning. Where required, assessors must revise the assessment plan in line with learner needs, while also maintaining the assurance that learners will complete their qualification within the period of registration, as contained within the individual qualification specification.</p>
CR4.6 Qualification Prerequisite Confirmation	<p>Checks are required to be made by tutors/assessors (as required within qualification-specific documentation), via an appropriate review of a reliable source of evidence provided by learners to ensure the fulfilment of the prerequisites to certification (if required).</p>
CR4.7 Reasonable adjustments to assessment	<p>Learner requests for reasonable adjustments to assessment are required to be identified and met, where possible. Permission to apply the adjustments must be sought from the 1st4sport, prior to the start of the course. Where learners have a particular need that requires specific arrangements, they should inform their tutor/assessor, as soon as practicable.</p> <p>Learners are required to submit evidence in support of their application for reasonable adjustments or to prove they are eligible. This may include medical evidence/certification, diagnostic test results, a statement from an appropriate centre staff member and/or any other appropriate information to demonstrate a learner's condition. The provision of reasonable adjustments/special consideration arrangements and the evidence required will vary according to the nature of access arrangements sought and the reason for seeking it. An appropriate member of recognised centre staff is required to request reasonable adjustments on behalf of the learner via <i>Athena</i>. They are also required to provide an evaluation of the arrangements made via this mechanism.</p>

1st4sport Qualifications

the awarding body for active learning and leisure

CR4: Assessment Requirements	
CR4.8 Valid Assessment Methods and Materials (Vocational Qualifications only)	Where applicable, the centre is required to use assessment methods/tasks provided by 1st4sport. Where this is not applicable or appropriate to the type of learners at the centre, or for a specific course/learner cohort, appropriate and credible alternatives are required to be devised. Such alternatives must be devised internally by the recognised centre and must be reviewed and agreed in writing in advance by the relevant Qualification Development Manager at 1st4sport and are required to be equal to those originally confirmed by 1st4sport in relation to the relevant level and standards, incorporating all learning outcomes and assessment criteria. In the event that assessment templates provided by 1st4sport are not appropriate to the types of learner for a specific course/programme, alternatives may be devised. However the EV allocated at the centre must sign to confirm they are equal to the standards outlined within the 1st4sport templates prior to implementation.
CR4.9 Valid Assessment Methods (Occupational Qualifications only)	Access to assessment is encouraged, through the use of a range of valid assessment methods.
CR4.10 Assessment Programme Timescales and registration periods	All assessment components of each qualification are required to be submitted by learners within appropriate timescales established by the centre, which must be in line with the learners registration period (refer to the appropriate qualification specification for the 1st4sport period of registration) ensuring the assessment plan incorporates provision for reassessment(s).
CR4.11 Assessment Environment	Assessment activities must be conducted in a safe environment and a fair manner, to meet the needs of all learners.

CR4: Assessment Requirements	
CR4.12 Written Assessment Environment	A suitable venue should be used to conduct written assessments, with sufficient desk areas for learners to work and adequate spacing between learners. The room should be in a suitably quiet, undisturbed location with adequate heating, lighting and ventilation.
CR4.13 Eligibility of Learners to Attend for Assessment	Only learners who have successfully completed all the internal assessment components of a qualification are eligible to sit the written independent assessment paper(s), unless otherwise stated within the qualification specification and administration guidance per qualification. In the event that the written assessment is an internal assessment, all registered learners are eligible to sit the assessment, unless they have not complied with the centre's criteria outline in a signed learning agreement. It is normal and expected practice that learners are not submitted for independent practical components until they have successfully completed all internal assessment components (as required). However, there may be instances where to ensure access to independent assessment some learners may not have completed all components. This should be dealt with on a case by case basis by the recognised centre.
CR4.14 Administration of Written Assessments Prior to the Event	<p>1st4sport require a minimum of 20 days' written notice of written assessment and/or written resit assessment dates, to ensure papers can be dispatched to centres within the established customer-service target response time. Therefore, when required, centres should request written papers (internal/independent/resit) using the Request for Written Assessment Papers Form at least 20 working days prior to the planned date of the assessment. The papers will be dispatched in a sealed envelope five working days before the start date of the assessment.</p> <p>If the qualification is a short course, where the programme is less than 20 working days, the assessment papers will be dispatched to centres with Learner resources in a sealed envelope approximately five working days before the start date of the course.</p>

CR4: Assessment Requirements

CR4.15 Security of Written Assessments

Upon receipt of the envelope containing the assessment papers, centres are required to open the envelope and check that the papers are correct, in line with the qualification at the appropriate level and resit, if applicable. The envelope must then be resealed, stored in a locked cabinet and kept securely in a lockable room, with only authorised entry until the assessment day.

1st4sport must be informed if the security of assessment papers is put at risk by fire, theft, loss or damage, unauthorised disclosure or any other circumstance.

The resealed envelope containing the assessment papers should not be opened until 15 minutes before the start of the assessment.

CR4.16 Invigilation of Written Assessments

A copy of the security and invigilation requirements is provided with written assessment papers when sent to the centre, as required per qualification. The tutor/internal assessor is considered to be a suitable invigilator for the assessment, although centres may liaise with their examinations department for an independent invigilator, if preferred. Invigilators are responsible for ensuring that learners:

- are informed of the start time and duration of the written assessments; learners arriving late must not be allowed into the assessment room
- are informed of the time allocated to complete the written paper; the invigilator will be expected to provide countdown timings at regular intervals
- complete all details on the front page of their paper prior to the start of the assessment; this should include the learner registration number received after registration with 1st4sport and also the event authorisation number (EAN); failure to complete all the required details on the front page will result in the paper being declared void
- adhere to the required time period for completing the paper.

All written assessments should be run as an invigilated closed-book assessment, unless otherwise stated in the qualification-specific documentation. At the end of the assessment, the invigilator must collect all the papers before the learners leave the room. The invigilator must check to ensure that all learners have completed all the details requested on the front page of the paper and is then required to complete and sign the Independent Assessment Security and Invigilation Form.

The Independent Assessment Security and Invigilation Form must be stored with all written papers for a minimum of two years or 10 courses (whichever is the earliest) after certification for that qualification and made available for external verification purposes, when required.

CR4: Assessment Requirements	
CR4.17 Marking of Assessment Papers	<p>Internal assessors are required to mark internal assessment papers. Results should be confirmed on the Learner's Record of Achievement page within the Learner Resource. Centres who do not have direct claims status must request an external verification review of the course programme prior to validate claims per certification. A request for certification should only be made after all other components of assessment and the statement of authenticity, also contained on the Record of Achievement page, have been completed.</p> <p>Independent assessment papers must be given to an appropriately qualified independent assessor to be marked within 20 days of the assessment. Centres must put in place appropriate procedures to ensure the independent assessment outcomes are communicated and logged on the learner record of achievement page within the learner pack.</p> <p>Centres will be aware of their learners' pass/resit status, as it is their responsibility to inform 1st4sport of this information using the correct electronic form 1st4sport or visit the online services. Unsuccessful learners should be given the opportunity to resit. Therefore, the centre administrator for the qualification must complete the 4.5 Request for Written Assessment Papers/Resit Papers Report Form when the date for reassessment has been established and send it to 1st4sport, as outlined in CR4.14 Administration of Written Assessments Prior to the Event.</p>
CR4.18 Written Assessment Infringements	<p>Failure to comply with the required storage, invigilation and administrative procedures for independent written assessments will lead to the assessment being declared void for all the learners concerned. Repeated infringements of these regulations will result in withdrawal of qualification approval status by 1st4sport.</p>
CR4.19 Authenticity of Learner Evidence and Declaration	<p>Checks must be made by assessors to ensure that learners' work is authentic. Additionally, a written declaration that learner evidence is authentic and that assessment took place under the conditions or in the context set out in the individual qualification assessment specification (contained within the Learner Resource) must be countersigned by assessors and learners.</p>
CR4.20 Validity/Reliability of Assessment Outcomes	<p>Assessment decisions should be made according to the VACS (valid, authentic, current, sufficient) rules of evidence, in order to ensure that learners demonstrate appropriate levels of competence/knowledge and understanding. The outcomes are also required to be reliable, to promote consistency and equality across learners.</p>
CR4.21 Assessment and National Standards	<p>All assessment is required to be conducted following the principles of the appropriate national standards.</p>

CR4: Assessment Requirements	
CR4.22 Assessment Feedback	Feedback provided relating to the outcomes of assessment must be constructive and directive for all learners, and must meet individual needs.
CR4.24 Decisions of Unqualified Assessors (Occupational only)	Centres are required to ensure that the assessment decisions made by unqualified assessors are checked, authenticated and countersigned by an appropriately qualified assessor or internal verifier who is occupationally expert for the qualification in question.
CR4.23 Recording and Reporting of Assessment Outcomes	Assessors are required to produce and maintain accurate assessment records, using appropriate tools, as supplied per qualification. The outcomes of assessment must be communicated effectively and the information forwarded to all related personnel (eg tutors, internal verifiers/quality coordinators/administrators) for effective administration and maintenance of records.
CR4.25 Systems Related to Fraudulent Claiming of Competence	The centre is required to have appropriate systems in place to prevent the fraudulent claiming of competence and achievement, and to ensure that only learners who have achieved all the assessment outcomes of the qualification/unit(s) and qualification prerequisites are certificated.
CR4.26 Unit Certification	Unit certification must be made available to all learners. Additionally, the processes and related implications concerning unit achievement must be understood and made clear to learners.
CR4.27 Standardisation Activities	<p>Standardisation activities to ensure consistency of assessment over time are required to be undertaken by assessors, verifiers and moderators. Outcomes must be documented and activities may include sampling of learners' work across courses to review the content validity and consistency of:</p> <ul style="list-style-type: none"> • assessment evidence provided by learners • feedback provided by assessors • feedback provided by internal verifiers • feedback provided by moderators. <p>Centres are advised to undertake a minimum of one standardisation activity per eight courses/100 learners in a cohort. Where the take-up of learners is less than this, two standardisation activities should be conducted annually.</p>

CR5: Internal Verification Requirements	
CR5.1 Verification Team	<p>Internal verification must only be undertaken by persons who have appropriate expertise and who meet the generic and qualification-specific internal verification criteria. Internal verifiers must not verify any aspect of a qualification if they made a contribution to its assessment.</p> <p>Where there are more than two verifiers responsible for verification of a single qualification within a centre, they should be defined as a verification team. In such instances, the roles, responsibilities, authorities and accountabilities of verification across all assessment sites must be clearly defined, allocated and understood.</p>
CR5.2 Internal Verification Synopsis (Vocational Qualifications only)	<p>In the event that a centre is using more than two tutors/assessors within the context of the delivery and assessment of a particular qualification over the period of a year, a suitably qualified internal verifier must be appointed.</p> <p>Those centres who do not fall into the category above, and who are not required to undertake internal verification (ie they deliver and/or assess a qualification using only two tutors/assessors per qualification), are required to participate in documented standardisation activities. Additionally in these situations moderation activities must be applied.</p> <p>Note: The latter option has been devised specifically to assist centres that deliver qualifications where the addition of internal verification could prevent a centre from operating as a result of overburdensome requirements.</p> <p>For centres who could be described as educational establishments or an organisation with the capacity to conduct internal verification via established systems and appropriately qualified individuals, then internal verification must be completed even in circumstances where only two tutors/assessors per qualification are used over the period of a year.</p> <p>It must be noted that, for 1st4sport qualifications, the appointed internal verifier (IV) is responsible for the verification of assessment decisions and the assessment processes only. The QC is responsible for overseeing the quality management of the qualification (refer to the CR1: Quality Management Requirements). The two roles may be combined and where internal verification occurs, the QC is likely to delegate all responsibility relating to assessment (eg training of assessors) to the IV.</p>
CR5.3 Internal Verification Synopsis (Occupational Qualifications Only)	<p>Internal verification is mandatory for all 1st4sport is accredited occupational qualifications. Therefore an appropriate amount of IVs are required to be recruited, to support the needs of the total number of learners undertaking an award.</p> <p>It must be noted that, for 1st4sport qualifications, the appointed IV is responsible for the verification of assessment decisions and the assessment processes only. The QC is responsible for overseeing the quality management of the qualification (refer to the CR2: Quality Management Requirements). The two roles may be combined and it is appropriate for the QC to delegate all responsibility relating to assessment (eg training of assessors) to the IV.</p>

CR5: Internal Verification Requirements	
CR5.4 Internal Verification Procedures	<p>Internal verification activities are required to be clearly documented, consistent with national requirements and to ensure the quality and consistency of assessment.</p> <p>The activities must ensure:</p> <ul style="list-style-type: none">• the accuracy and consistency of assessment decisions between assessors (where there is more than one) within a centre• that the assessors are consistent in their interpretation and application of the standards/criteria, as specified in the Tutor/Assessor/Verifier Guidance specific to each qualification.
CR5.5 Internal Verification Policy, Strategy and Sampling Plan Synopsis	<p>The centre is required to have an internal verification strategy outlining the strategic objectives that must be adhered to in relation to the internal verification of 1st4sport qualifications. Additionally, a sampling plan per course/programme must be written and implemented, to enable verification of the consistency and validity of the outcomes of the qualification(s) offered.</p> <p>The internal verification strategy and related sampling plans are required to be documented and forwarded to the external verifier allocated to the centre, to demonstrate that the requirements relating to internal verification are being met. Any changes to this plan must be communicated to the allocated external verifier.</p>

CR5: Internal Verification Requirements

**CR5.7
Strategic
Objectives**

The strategic objectives contained within an internal verification strategy must include verification of an appropriate sample of components of learners' work and/or assessor feedback. It is advised that a selected sample size of 25% (or one learner if fewer than four are registered within a cohort) of learner evidence or assessor feedback is internally verified from 100% of the courses cohorts authorised. This serves to ensure accuracy and consistency of assessment decisions over time. However, it is accepted that the strategic objectives are developed in line with the needs of the centre, staff, qualification and learners and therefore may deviate from this subject to identified need. This IV strategies are required to be approved by 1st4sport prior to implementation.

Types of sampling activity include verification interventions of assessment decisions and a review of assessor feedback across:

- achievement of prerequisites
- written internal assessments/tasks
- written independent assessments/tasks
- direct observation of internal practical assessments
- direct observation of independent practical assessments (VRQs only)
- learners' full portfolios of evidence
- specific sections of learners' portfolio, stating the contribution to the achievement of specific units.

Effective sampling planning will ensure that all assessors and all types of assessment (including direct observation of assessment practice) are internally verified across all assessment sites, over time. There should be evidence of internal verification of all types of assessment on a regular basis.

**CR5.8
Verification and
National Standards**

All internal verification is required to be conducted following the principles of the appropriate national standards (Life long learning Unit V1).

**CR5.9
Internal Verification
Records**

Internal verifiers are required to ensure that up-to-date records of internal verification and sampling activities are maintained and made available for external verification/quality-assurance visits, when required. Records of such activity are required to be maintained for five years after certification has occurred.

CR5: Internal Verification Requirements	
CR5.10 Internal Verification of Assessment Decisions Made by Unqualified Assessors (occupational qualifications only)	IVs are required to sample an increased proportion (more than 50%) of the assessment decisions made by unqualified assessors. The internal verifier is also responsible and accountable for arranging the checking and countersigning process.
CR5.11 Internal Verification of Assessment Decisions Made by Unqualified Verifiers (occupational qualifications only)	Any decisions made by unqualified IVs are required to be checked, authenticated and countersigned by an appropriately qualified internal verifier who is an occupationally competent expert, as specified by the relevant sector body.
CR5.14 Internal Verification Outcomes and Actions	<p>IVs are required to make objective judgements on the quality of learner evidence and assessment feedback standardisation.</p> <p>The IV may find that learner evidence is inaccurate or insufficient, in line with the qualification requirements, and the accompanying assessment feedback is, therefore, also inaccurate. In this instance, if the inaccuracy does not affect a learner's pass/fail status, the IV is required to promote an action plan for the assessor to ensure he/she marks assessments accurately in the future.</p> <p>If learner evidence is inaccurate or insufficient, in line with the qualification requirements, and the accompanying assessment feedback also inaccurate and this ultimately affects the learner's pass/fail status, the internal verifier is required to provide actions for the assessor relating to his/her marking of assessments in the future. The IV must also feed back this information to the QC to follow up, ensuring that the learner is certificated correctly.</p> <p>In the event that an IV identifies a number of inaccuracies of any type in more than 10% of a sample, all learners undertaking that particular assessment type under the stated assessor are required to be reassessed by an appropriately qualified member of personnel, with an appropriate sample forwarded for further verification.</p>
CR5.15 Monitoring and Supporting Assessors	IVs are required to establish procedures to ensure that all assessors interpret the Qualification Standards/Criteria in the same way. They are required to monitor and support assessors in their work, facilitating the standardisation activities and the appropriate staff development/training opportunities individual assessors may require.
CR5.16 Feedback to EVs and Corrective Actions	IVs are required to provide feedback to external verifiers on the effectiveness of assessment, ensuring any corrective action required by 1st4sport in direct relation to assessment is carried out within agreed timescales. Where internal verification is not required, corrective actions related to assessment must be effectively monitored and communicated by the QC.

CR6: Moderation of Written Assessment Paper Requirements (Vocational/knowledge based Qualifications only)

CR6.1
Moderation Personnel
and Appropriate Sample
(Vocational
Qualifications only)

In the event that a centre is using more than two assessors to deliver and assess a particular qualification, the suitably qualified internal verifier is required to moderate 25% of any written papers (internal and/or independent) per course or one paper per course/cohort of learners if fewer than five are registered.

Those centres which do not fall into the above category, and who are not required to undertake internal verification (ie they deliver and/or assess a qualification using only two tutors/assessors per qualification), are required to have 25% of every set of written papers moderated by an appropriately qualified internal/independent assessor who did not mark the original papers.

Alternatively, a centre in either of these situations may choose to appoint a separate moderator, in line with the generic selection criteria for moderators.

CR6.2
Moderation Criteria,
Outcomes and Required
Actions
(Vocational
Qualifications only)

Moderators are required to make objective judgements on the quality of the assessment feedback based upon the following criteria:

- the accuracy of the allocation of marks in line with the marking scheme provided
- the accuracy of the sum of the marks allocated in totality and per unit, where this is stated.

If discrepancies are found, moderators are at liberty to moderate 100% of papers from a particular assessor or course/learner cohort. Where the assessment feedback is inaccurate for a particular learner, but this does not affect the learner's pass/fail status, the moderator will provide feedback as actions to ensure that the assessor marks assessments more accurately in the future.

If the moderator identifies inaccurate marking of a particular learner which ultimately affects the learner's pass/fail status, the moderator will provide feedback to ensure that the learner is certificated correctly.

In the event that a moderator identifies a number of inaccuracies of any type in more than 10% of the sample, all of the papers marked by that assessor from that course/learner cohort are required to be reassessed, with an appropriate sample forwarded for moderation.

CR6.3
Reporting of
Moderation Outcomes
Prior to Certification
(Vocational
Qualifications only)

A sample of assessment papers is required to be moderated, prior to the reporting of final outcomes of assessment to learners and prior to the request for certification being sent to 1st4sport.

Moderation reports are required to be recorded for the purpose of external verification/quality assurance and must be maintained for five years after certification. The 1st4sport Moderation Report mechanism provided may be used for this purpose.