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How do I become a recognised centre?

If you are interested in delivering 1st4sport Qualifications and do not already have centre recognition status, you will need to complete a [Centre Recognition Application Form](#).

Within this form there are 10 sections as outlined below:

- Core information
- Declaration
- Approval sort for which qualifications
- Approval sort for what date
- Names of tutors
- Names of assessors
- Names of internal verifiers
- Details of training and assessment sites
- Supporting information
- Additional information
- Credit application form

After filling this form in, please send it with all your supporting documentation and evidence to:

Centre Recognition Applications  
1st4sport Qualifications  
Chelsea Close  
Off Amberley Road  
Armley  
Leeds LS12 4HP

We will then process your application and respond to you within 20 working days from receipt of your completed application form.

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What happens to my Centre Recognition Application Form when it has been sent in?

It will be processed and checked. Once this is complete, we will issue you with a centre number and send out all the information you will need to deliver your learning programmes.

When a Centre Recognition Application Form is received it will be passed to a reviewer, who will check that the application is complete and that the centre/qualification approval criteria have been met.

If your application is incomplete or if 1st4sport Qualifications require further information or clarification, we will write the centre to request this.

When the reviewer is satisfied that the centre has met the centre/qualification requirements, we will write to you to confirm that centre and qualification recognition have been granted. Your centre will be given a unique centre number (UCN), which should be used as a reference in any communication with us.

All new centres will receive an Recognised Centre Handbook, which includes information on all 1st4sport Qualifications policies and procedures and qualification-specific administrative guidance. Centres should ensure that the relevant information is disseminated to all staff delivering, assessing, internally verifying or administering our qualifications. It is important that recognised centres use this handbook and familiarise themselves with the content. Centres may be asked to produce this handbook at a later stage.

You will also be given the name of your allocated external verifier, who will contact you within 20 working days to make the appropriate arrangements to verify the qualifications for which you have been granted approval.

You should allow a minimum of one month for approval processes to be completed, prior to the beginning of any training programme

for a 1st4sport Qualification. Candidate registrations cannot be processed until centre and qualification approvals have been granted.

1st4sport Qualifications wish to encourage the development of a supportive relationship between each recognised centre and its external verifier. You are advised to raise any issues concerning the delivery or assessment of qualifications with the external verifier, via the appropriate and agreed channels.

1st4sport Qualifications' staff and external verifiers aim to offer a professional and considered service. We will make all efforts to seek your opinion and that of your candidates on the services we offer.

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How do I complete the Centre Recognition Application Form?

Prior to completing the Centre Recognition Application Form we recommend that you read the following guidance notes carefully.

#### Guidance on Completing the Centre Recognition Application Form

All centres wishing to deliver any 1st4sport Qualification should read this guidance. To obtain a Centre Recognition Application Form, [please fill out the request form](#).

#### Section 1: General Information

All centres looking to become approved to deliver any 1st4sport Qualification are required to fully complete this section. Where the name and contact details of the "Key Contact" are requested 1st4sport Qualifications are referring to a central person who will be dealing with the administration aspect of the course and be aware of the courses taking place. The Key Contact is the person 1st4sport Qualifications will contact should we have any queries.

#### Section 2: Declaration

Requires completing in all cases.

#### Section 3: Which Qualifications are you seeking recognition for?

We require the full title of the qualification you would like approval for (please click on this link to download a list of all our qualifications). Qualification reference refers to the abbreviations provided by 1st4sport Qualifications. For example the Level 1 Certificate in Coaching Football becomes L1CCF. The abbreviations can be found on the qualification list.

The number of candidates anticipated for Year 1 and 2 must be completed even if the number is an estimate. On some occasions if a centre is looking to seek approval for one course it may be worth them liaising with a centre already approved to deliver that particular qualification.

#### Section 4: Dates

Once again the "Reference" is referring to the qualification title abbreviation provided by 1st4sport Qualifications. We require all centres to provide us with a date of their first registration. Please note that we require 20 working days to process your application. We also require centres to allow a further 20 days for their resources to be despatched to them on time.

#### Section 5, 6 and 7

Please ensure that the tutors, assessor and internal verifiers you are proposing to deliver the qualifications you are seeking approval for meet the criteria stated in the Qualification Specification. Qualification Specifications are produced to provide centres with detailed information on the qualification. If you put for names of tutors, assessor and internal verifiers that do not meet the set criteria 1st4sport Qualifications will be unable to approve them.

We require the full name (s) of all the tutors you are proposing to deliver the qualifications you have specified in Section 1. In all circumstances we require the CV's of the aforementioned, even if you believe 1st4sport Qualifications already has these or the tutor's names are on a tutor list.

#### Section 8: Training and Assessment Sites

In some cases training and assessment sites are also referred to as satellite centres. We require the full address, postcode, contact details of each site you will be delivering the qualification (s) you are seeking approval for.

#### Section 9: Additional Information

##### *Course/Assessment Materials*

1st4sport Qualifications produce resources to support the qualifications we offer. Should a centre have their own material this must be approved by 1st4sport Qualifications before we can approve the centre.

##### *Health and Safety*

We require a comprehensive Health and Safety policy, this should include contact details of qualified / trained first aiders. We require Health and Safety Policies to meet the requirements set in the Health and Safety at Work Act 1974.

##### *Equal Opportunities*

1st4sport Qualifications require a comprehensive equal opportunities policy from all centres seeking recognition.

### *Complaints and Appeals*

All centres seeking recognition are required to have a separate complaints and appeals procedure. These procedures must include, timescales on responding to candidates, who candidates should contact along with contact details along with a final stage whereby a candidate may contact 1st4sport Qualifications.

### *Internal Verification Plan*

Where a centre is delivering at more than one training and assessment site (Satellite Centre), or utilising more than two tutor/assessors, it must be able to demonstrate that it has an internal verification plan to ensure the consistency of the outcomes of the qualification(s) offered.

### *Statement on Security*

Please provide us with details on where you intend to save confidential material such as exam papers, who has access to them.

The centre must take all measures to ensure several other factors that are clearly stated in the centre recognition application form.

### *Promotional Material*

If a centre has any promotional material available for candidates at this stage please submit this with your completed application form.

### Section 10: Additional Information

If you feel you would like to add any additional information to support your application please do so in the space provided.

### *Credit Application Form*

This form must be completed and signed by ALL centres seeking recognition.

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To deliver more qualifications, do we need to complete a Centre Recognition Application Form if we are already a recognised centre?

No. If you are already a recognised centre and have a centre number you will only need to complete a [Qualification Approval Form](#).

Some parts of the Qualification Approval Form are the same as the Centre Recognition Application Form. However, we will not require supporting information, additional information and a credit application form as we will already have these on file.

You can request that a Qualification Approval Form be sent out to you. You should receive your Qualification Approval Form within seven working days of us receiving your request.

Please then fill out the form and send it back to us to be processed. We will process your approval request and reply to you within 20 working days of receiving your completed form.

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