

Centre Recognition and Qualification Approval Criteria required to deliver the 1st4sport Level 1 Award in Coaching Football (QCF)



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| Organisation's name: | | Organisation type <i>Select one:</i> | |
| Organisation's postal address and postcode: | | Organisation's telephone number: | |
| Organisation's representative name: | | Organisation's contact e-mail: | |

Please use this form to self-assess your readiness to seek approval to deliver the above 1st4sport qualification. Read the criteria below and if you are confident that you currently meet the criteria, tick the appropriate box. If you are able to meet all the criteria, please press the *SUBMIT to 1st4sport by EMAIL* button at the end of the document to provide this information to 1st4sport and progress to the next stage. If you are *not able* to meet every criteria, we will be unable to progress your application any further.

| Centre Recognition Criteria | | | ✓ |
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| RC1: Constitution | | | |
| RCR1.1 | Identity and legal status ¹ | The applicant must be from an organisation which is clearly identifiable and: <ol style="list-style-type: none"> is ordinarily based/resident in a member state of the European Union or the European Free Trade Association, or is legally established, or has a substantial presence, in a member state of the European Union or the European Free Trade Association is properly constituted in accordance with law, and holds appropriate registrations, authorisations, or approvals required to be held by an organisation of its type. | |
| RCR1.2 | Governance | The applicant organisation must be governed in such a way that it has the capacity and capability to enable its activities as a 1st4sport Recognised Centre delivering 1st4sport qualifications in accordance with the <i>1st4sport Centre Recognition and Qualification Approval</i> conditions. | |

¹ We cannot accept enquiries and applications from residents in a member state of the European Union or the European Free Trade Association, or which is not legally established, or has a substantial presence, in a member state of the European Union or the European Free Trade Association. However, for those operating outside these parameters there may be opportunities to deliver the chosen qualification as an overseas/non regulated qualification. If you would like to discuss this option please contact the 1st4sport Quality Management Team via gmt@1st4sportqualifications.com placing Un-Regulated Options in the subject heading of the email and describing your aspirations.

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| RC2: Integrity ² | | | |
| RC2.1 | Integrity of the Applicant Organisation | <p>The applicant organisation must be suitable to be recognised as a centre approved to offer one or more 1st4sport qualifications and during the application process be prepared to make a declaration about each of the following:</p> <ul style="list-style-type: none"> a. any criminal convictions of key staff b. details, and current status of any sanction, restriction or penalty imposed by any other awarding organisation within the last 18 months c. any finding by a court or any professional, regulatory, or government body that it has been in breach of a provision of any legislation or any regulatory obligation to which it is subject, and d. any instance of insolvency or corporate financial restructuring to which it is or has been subject. | |
| RC2.2 | Integrity of the Head of the Applicant Organisation | <p>The Head of the applicant organisation must be a suitable person to be engaged in that role and during the application process be prepared to make a declaration about each of the following:</p> <ul style="list-style-type: none"> a. any criminal convictions b. any finding by a court or any professional, regulatory, or government body that he or she has breached a provision of any legislation or any regulatory obligation to which he or she is subject c. any instance of bankruptcy or any individual financial arrangements to which he or she is or has been subject d. any occasion on which he or she has been disqualified from holding the directorship of a company or from public office, and e. any finding of malpractice or maladministration, in relation to a qualification (whether a regulated qualification or a qualification which is not regulated), to which he or she is or has been subject. | |

² Please note that whilst we expect you to declare all information related to the integrity of your organisation and/or the Head of your organisation, this will not necessarily prevent recognition status from being granted. We will use the information based upon risks posed to our awarding function and may grant status with an action plan. If you do not declare the information and we source this information after recognition is granted we will revoke the approval status with immediate effect.

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| RC3: Resources | | | |
| RC3.1 | Partnerships, Consortiums or sub-contracted services | The applicant organisation must ensure that all partnerships, consortiums and sub-contracted services are supported by contractual agreements detailing the roles responsibilities of each party making reference to the policies and procedures under which they operate. Agreements must ensure that all <i>1st4sport Centre Recognition and Qualification Approval Conditions</i> will be complied with when engaging in any activity related to the delivery of 1st4sport qualifications. | |
| RC3.2 | Policies and Procedures | <p>The applicant organisation must have the following branded policies and procedures available for scrutiny, which make reference to the appropriate legislation, and will be expected to be provided with the recognition application:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Equality and Diversity Policy • Data Protection Policy • Child/Vulnerable Adult Safeguarding Policy • Malpractice/Maladministration Policy • Complaints Reporting and Handling Procedure • Appeals Reporting and Handling Procedure. | |
| RC3.3 | Personnel | <p>The applicant organisation must have the following personnel in place who meet the specified criteria and who are available to be confirmed within the recognition application:</p> <ol style="list-style-type: none"> a. A Head of Centre who is required to have experience of both the management of systems and personnel. Additionally, a background in education, with knowledge of quality management, is desirable. b. A Finance Officer who is required to have experience of managing budgets and payment systems. c. A Centre Administrator who is required to have experience of administration systems policy and document management. <p>All of the above confirmed personnel are required to have a sound understanding of the <i>1st4sport Centre Recognition and Qualification Approval Conditions</i>. Relevant qualification certificates and up to date CVs must be held on file within the centre. An individual may fulfil one or multiple roles.</p> | |

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| RC3: Resources | | | |
| RC3.4 | Sites and facilities | The applicant organisation must have a premise identified as their main site where the centre systems will be effectively maintained. The contact details of this main site must be available to be confirmed within the recognition application. | |
| RC3.5 | Financial systems | The applicant organisation must have appropriate financial assets and systems in place to support the planned activities and any future activities as a recognised centre. | |
| RC4: Competence | | | |
| RC4.1 | Approach to the delivery of 1st4sport Qualifications | The applicant organisation must be prepared to declare that their understanding, commitment to, and approach for the delivery of 1st4sport qualifications will ensure that all activities will be completed in accordance with the <i>1st4sport Centre Recognition and Qualification Approval Conditions</i> for the delivery any qualification. This will be a written and enforceable contract. | |

| In support of our continuous improvement | |
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| Please can you confirm how you heard about 1st4sport Qualifications? | |
| If you selected Conference or Other please specify provide details: | |

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| 1st4sport Level 1 Award in Coaching Football (QCF) – Qualification Approval Criteria | | | ✓ |
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| QA1: Qualification Workforce | | | |
| QAC1.1 | Minimum workforce: | <p>Organisations seeking approval to deliver the <i>1st4sport Level 1 Award in Coaching Football (QCF)</i> must have access to an appropriately qualified workforce, including:</p> <ul style="list-style-type: none"> • An appointed Qualification Administrator • An appointed Quality Coordinator • At least one appropriately qualified tutor/assessor – holding a current FA Level 1 Tutor Licence • At least one appropriately qualified Internal Verifier (IV) – holding a current FA Level 1 Tutor Licence • At least one FA Emergency Aid Tutor • At least one FA-accredited Safeguarding Children Tutor. <p>One person may fulfil a number of these roles. However the internal verifier cannot educate or assess on a course for which they are the nominated to be the IV. Where FA Emergency Aid or Safeguarding Children Tutors are not available, the recognised centre must provide evidence of arrangements that will allow learners to easily complete the qualification pre-requisites, prior to the course or within a reasonable time period (30 days) after its completion.</p> | |
| QAC1.2 | Qualification Administrator: | <p>The qualification administrator must have:</p> <ul style="list-style-type: none"> • experience of administration • knowledge and understanding of the <i>1st4sport Recognition Conditions</i> and the <i>Qualification Approval Conditions</i>. | |
| QAC1.3 | Qualification Coordinator: | <p>The Qualification Coordinator is required to have:</p> <ul style="list-style-type: none"> • an understanding of the sport and related quality systems and procedures and • a comprehensive understanding of the <i>1st4sport Recognition Conditions</i> and the <i>Qualification Approval Conditions</i>. | |

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| QA1: Qualification Workforce | | | |
| QAC1.4 | Tutor/ Assessor: | <p>For the <i>1st4sport Level 1 Award in Coaching Football (QCF)</i> the centre’s external verifier will wish to ensure that all persons providing specific training and/or assessment for the qualification meet the qualification-specific criteria below.</p> <p>To deliver or assess the <i>1st4sport Level 1 Award in Coaching Football (QCF)</i>, individuals must hold a current FA Level 1 Tutor Licence (or home nation equivalent), which requires the holder to:</p> <ul style="list-style-type: none"> • hold a Level 3 Certificate in Coaching Football (UEFA B Coaching Award) • be a current member of the FA Licensed Coaches’ Club • have successfully complete the FA Generic Tutor Training programme • attend an appropriate induction/training/mentoring programme to ensure familiarity with the delivery and assessment requirements of the L1ACF • have been successfully co-tutoring/be mentoring on the delivery and assessment of the L1ACF. <p>Recognised Centres may have additional generic criteria and personnel specifications in addition to the above.</p> | |

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| QA1: Qualification Workforce | | | |
| QAC1.5 | Internal Verifier: | <p>Internal verification/quality assurance of the qualification should also be carried out by a suitably qualified individual (as per the criteria detailed below), who is employed by, or contracted to the centre and has had no involvement in either the delivery or assessment of the qualification. Internal verifiers or quality assurers are appointed by the 1st4sport recognised centres and approved by 1st4sport through their external verifier. Internal verifiers should only verify the decisions of assessors that fall within their acknowledged area of technical and occupational competence.</p> <p>Internal verifiers for the 1st4sport Level 1 Award in Coaching Football (QCF) must meet the generic 1st4sport Qualifications criteria for internal verifiers and must hold a current FA Level 1 Tutor Licence or home nation equivalent.</p> <p>1st4sport recognised centres may have additional generic criteria and personnel specifications in addition to the above. The Internal verifier is responsible for the consistency of standards across all assessments. Internal verifiers should observe each assessor conducting assessments at regular intervals. The reliability, validity and authenticity of evidence must be checked during these observations. A fully qualified verifier must support/counter-sign all verification decisions by verifiers who are still working towards certification.</p> | |

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| QA2: Training and Assessment Sites | | | |
| QAC2.1 | Health and Safety: | <p>Any training or assessment site must meet the requirements of accepted health and safety regulations and provide an appropriate learning environment, with sufficient light, heat and ventilation to ensure learners are able to learn in comfort.</p> <p>Recognised Centres' and learners' attention is drawn to the FA Guide on Goalpost Safety included in The FA Grassroots Club Administration handbook.</p> <p>1st4sport Recognised Centres are encouraged to ensure that all learners and persons being coached wear appropriate sports apparel including correct footwear for the playing surface and shin guards covered by socks.</p> | |
| QAC2.2 | Facilities criteria: | <p>Any training or assessment site must meet the requirements of accepted safe practice in the sport, detailed in the relevant publications. Training and/or assessment sites must include areas that have the following features and lists of equipment that follows.</p> <p>Training and/or assessment sites must include a playing area that is:</p> <ul style="list-style-type: none"> • recommended minimum size 30 yards x 20 yards • an appropriate playing surface eg: grass, Astroturf or RedGra • goals – appropriate sized (BSI approved) – goals to meet the participants' requirements and size of playing area • conditions – assessment should only take place in environmental conditions in which the level of light and temperature are appropriate to the participants' and learners' needs • footballs – association footballs appropriate to the needs of the participants • the area surrounding the playing area should be safe and free of obstructions. | |

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The Football Association Agreement as the Technical Development Partner

If your organisation would like to deliver the *1st4sport Level 1 Award in Coaching Football (QCF)*, you might benefit from the support of the FA's County-based support staff to discuss your workforce needs or access further opportunities for your learners.

In support of our continuous improvement

Please can you confirm how/where you heard about this 1st4sport qualification?

If you selected Conference or Other please specify provide details:

On Completion

If you have placed a tick in all the boxes and are confident that your organisation and its personnel are able to meet the above criteria, evidenced in a subsequent application, please press the *Submit to 1st4sport by Email* button below. On receipt we will acknowledge your submission within two working days and provide you with information on how to access our on-line Quality Management System, within which you will complete the application process.

Please note that you will not be able to save the information you have entered into this form unless you have a full/Professional version of Adobe Acrobat; you can however print the completed version for your records by pressing the *Print for Reference* button below.