

1st4sport Qualifications Position Statement

Learner Address Data

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Scope

This position statement provides information to stakeholders regarding the learner data 1st4sport Qualifications require when learners are registered for a course. Therefore, it applies to 1st4sport staff, external quality assurers, recognised centres, learners and relevant third parties.

This Position Statement should be read in conjunction with the 1st4sport Qualifications Scope of Recognition Statement¹.

Objective

The objective of this position statement is to identify the reasons 1st4sport Qualifications require learner data. It covers the following areas:

- 1st4sport Qualifications Statement
- Rationale for 1st4sport Qualifications collection of learner data
- Marketing and Communications

Statement

Our qualifications can only be achieved by learners registered via a 1st4sport Qualifications recognised centre that has been approved to offer the qualification. Therefore, to register a learner for a qualification 1st4sport Qualifications require centres to provide each learner's:

- first name
- surname/family name
- date of birth
- full postal address²
- gender
- the already authorised 1st4sport course/programme Event Number that they are being registered on.

¹ This can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section.

² This must be the address where the learner resides, not the address of the recognised centre.

Rationale

There are five key reasons why 1st4sport Qualifications collects and maintains learner addresses:

- 1 Identifying and validating learners within the 1st4sport awarding system.
- 2 The majority of our qualifications are developed in partnership with other organisations which we have agreements to supply learner data (as described in the Communication Preferences Statement in each Learner Pack), in such cases our partners require learner's addresses to enable the learner to be effectively included within the partners' database of qualified persons.
- 3 Responding to learner enquiries effectively and efficiently on the basis that simple system searches can be conducted where the date of birth and postcode have previously been supplied.
- 4 Contacting learners in the event of identified or alleged incidents and malpractice. In order to mitigate or manage any adverse circumstances which may affect learners it is essential that we have mechanisms in place to contact them directly. Learners can be contacted using their address and issues resolved.
- 5 Internal validation of each Unique Learner Number (ULN) to ensure the learner record is accurate.

Marketing and Communications

1st4sport Qualifications and Coachwise use learner data for marketing and communication purposes. This is used to provide learners with information on progression routes, qualifications which may be of interest to them or to facilitate their continued professional development.

A majority of 1st4sport qualifications are developed and delivered in partnership with industry experts and Governing Bodies of Sport. Learner data received by 1st4sport Qualifications will be passed onto the qualification partners to update their records. Qualifications partners may use learner data for marketing and communications purposes.

If a learner wishes to opt out of the marketing and communications from 1st4sport Qualifications, Coachwise and qualifications partners, they are required to complete the *1st4sport Communication Preferences Reply Slip* which is found in the learner packs under the data statement section. When the slip is completed it should be returned to Coachwise.

Version control

Version number	Date	Comments
V1	November 2012	New Document
V2	July 2014	Document Review
V3	November 2017	Full review of document contents
V4	July 2019	Review of document. Minor amendments to wording.