

## Quality Assurance Review Checklist

Every Centre will take part in an annual Quality Assurance review with SLQ (Sports Leaders). This will either take place by a visit to the Centre by a Quality Assurance Officer or a request will be made to submit evidence for a remote review.

Annual Quality Assurance reviews can take place before the end of a course, providing that Internal Verification has been completed and recorded on the Internal Verification Record.

For each course delivered, Centres must retain evidence of:

- Course planning** - this must include plans for delivering all qualification content from the correct specification and details of any recognition of prior learning. (Submitting a qualification specification alone is not sufficient evidence of planning). See the [Course Plan Guidance](#) for further information on this.
- Completed **Internal Verification Record** - you must use the form provided by Sports Leaders. Anyone carrying out the Internal Verifier role must have completed the [Internal Verifier e-training](#)
- Learner Evidence Records (LERs)** - copies of the whole LERs completed by the learners\* and assessed by the Tutor/Assessor(s), including **Leadership Logs**.

Sample size guidance for each course			
Number of learners on the course	1-20	21-40	41+
Sample size for Internal Verification and LERs	4	6	10
*LER copies retained must be the same learners as sampled by the Internal Verifier			

- Evidence of where the following **policies** are stored and how they are accessed by staff and learners (These do not need to be printed off for the visit)
  - 1) Equal Opportunities
  - 2) Appeals & Complaints
  - 3) Maladministration & Malpractice

If any of the above evidence is not available the Quality Assurance review will result in an unsatisfactory outcome. Learner certificates will be withheld until further evidence is seen or actions given to the Centre are completed.

During the review, Centres will also be asked about:

- How learners are **selected and recruited**
- Recent or upcoming **staff changes**
- If there have been any **appeals or complaints**
- Arrangements to ensure course records and evidence are maintained and kept **securely** for 3 years from the course start date
- Systems to ensure staff are kept up to date with training, regulatory and resource changes from [Briefings for Centres](#) issued by Sports Leaders.

All Quality Assurance documents can be located in the [Tutor Resources](#)

For additional support and information, please see the [Centre Guidance](#) available