

■ Leadership  
■ Skills  
■ Foundation

# Qualification Centre Terms and Conditions



# Qualification Centre Terms and Conditions

## Parties

The **centre**

And

**British Sports Trust** (trading as the **Leadership Skills Foundation**) incorporated and registered in England and Wales with company number 4597192 whose registered office is at Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA (Awarding Organisation)

## 1. The scope of this agreement

These Qualification Centre Terms and Conditions, once agreed, enable the centre to be approved to deliver Leadership Skills Foundation qualifications. The Leadership Skills Foundation will then monitor the centre against these Terms and Conditions. On agreement with these Terms and Conditions the centre agrees to adhere to all associated policies (see appendix 1).

## 2. Terms of the agreement

The agreement between the Leadership Skills Foundation and the centre shall start on the date the centre agrees to these Qualification Centre Terms and Conditions and shall continue in force until the Leadership Skills Foundation terminates the agreement or the centre withdraws from the agreement in accordance with this agreement and the Qualification Centre Withdrawal Policy.

## 3. Centre management and administration

The centre will:

- 3.1 comply with all relevant laws (including without limitation data protection and health and safety), regulatory criteria and codes of practice;
- 3.2 provide centre name and details that are recognised in law as a legal entity;
- 3.3 agree to comply with current and any additional requirements from the Leadership Skills Foundation as outlined in qualification specifications, the Centre Manual and the Leadership Skills Foundation's policies;
- 3.4 provide an appropriate and effective system and records for the management of all third party and sub-contracted services and ensure that all policies and requirements will apply to any sites affiliated to the centre;
- 3.5 ensure the security of any assessment material in respect of storage and the handling process in line with the requirements of the Leadership Skills Foundation;

- 3.6 take all reasonable steps to prevent the loss, theft of, or breach of confidentiality in, assessment materials and should such an incident occur then the centre must immediately inform the Leadership Skills Foundation;
- 3.7 take all reasonable steps to identify and minimise the risk of an occurrence of any incident of malpractice or maladministration and inform the Leadership Skills Foundation within five working days of becoming aware of the incident;
- 3.8 agree to notify the Leadership Skills Foundation in accordance with the Qualification Centre Withdrawal Policy if the centre wishes to withdraw from being a qualification centre and/or is unable to continue to offer qualifications;
- 3.9 cooperate fully with the Leadership Skills Foundation in cases where either the centre or the Leadership Skills Foundation decides it needs to withdraw the centre from its role in delivering a qualification;
- 3.10 agree to inform the Leadership Skills Foundation within five working days of any changes to the information given in the registration process. If the centre fails to do so, the Leadership Skills Foundation reserves the right to terminate its approval by written notice to the centre, effective from the date stated in that notice;
- 3.11 take all reasonable steps to protect the interests of learners/delegates in the case of the accredited status of the centre being withdrawn by the Leadership Skills Foundation;
- 3.12 implement the requirements of any action plan for centre approval or quality assurance set by the Leadership Skills Foundation within the agreed timescales and notify the Leadership Skills Foundation when the plan is complete;
- 3.13 agree to take reasonable steps to promptly provide the Leadership Skills Foundation and the qualifications regulators with access to premises, people and records, and to cooperate with the Leadership Skills Foundation's monitoring activities including, but not limited to, providing access to any premises associated with the delivery of the Leadership Skills Foundation qualifications;
- 3.14 understand and accept that whilst the Leadership Skills Foundation has a regulatory responsibility to protect the interests of learners/delegates, the learners/delegates are recruited and registered by the centre and not by the Leadership Skills Foundation. Therefore any services the learners/delegates receive, or fees they pay are the responsibility of the centre.

## 4. Staff resources at the centre

The centre will:

- 4.1 appoint an individual to be the named point of contact for the purposes of any communications between the parties, called the centre manager, who agrees to update centre information and fulfil all the required duties stated in the these Qualification Centre Terms and Conditions and all associated policies;
- 4.2 appoint suitably trained, qualified and experienced personnel to undertake the delivery of the qualification. This includes meeting the Leadership Skills Foundation's training requirements for centre staff;
- 4.3 agree to notify the Leadership Skills Foundation within 5 five working days if the centre or representatives are convicted of a criminal offence, or is held by a court or any professional, regulatory, or government body to have breached any provision

of current laws, or becomes insolvent or subject to corporate financial restructuring or bankruptcy proceedings;

- 4.4 disseminate all regulatory information and updates from the Leadership Skills Foundation to relevant centre staff;
- 4.5 ensure all centre staff and those who act on behalf of the centre comply with the requirements of these Qualification Centre Terms and Conditions, associated policies, the Centre Manual, qualification specifications and quality assurance processes.

## 5. Qualification delivery and assessment by the centre

The centre will:

- 5.1 ensure that it has sufficient managerial support and resources to enable it to effectively and efficiently undertake the delivery and assessment of the qualification as required by the Leadership Skills Foundation;
- 5.2 agree to seek the Leadership Skills Foundation's approval if it wishes to assess a Leadership Skills Foundation qualification in another language other than English;
- 5.3 ensure that appropriate arrangements are in place to confirm the identity of all learners/delegates enrolled at the centre and with the Leadership Skills Foundation to enable assessments to be conducted in accordance with the requirements of the qualification specification;
- 5.4 have appropriate arrangements and keep appropriate records for internal quality assurance to ensure the effective and efficient delivery of the qualifications it delivers, in line with the Leadership Skills Foundation's requirements;
- 5.5 ensure that assessments are delivered by tutors that do not have a conflict of interest or a personal interest in the outcome for an individual learner or group of learners/delegates;
- 5.6 have appropriate arrangements and agreements in place with any third parties who provide goods or services to the centre which contribute to the delivery and/or assessment of a Leadership Skills Foundation qualification;
- 5.7 maintain all learner records and details of achievement in an accurate, timely and secure manner for a minimum of three years in line with the requirements of the Leadership Skills Foundation and data protection legislation (UK GDPR if delivery is within the UK, or the GDPR if within the EU, EEA, or anywhere else outside of the UK. Any processing in the UK will be compliant with EU law);
- 5.8 be the data controller and comply with UK GDPR if delivery is within the UK, or the GDPR if within the EU, EEA, or anywhere else outside of the UK. Any processing in the UK will be compliant with EU law (see the Data Sharing Agreement for details of how the Leadership Skills Foundation process data);
- 5.9 agree to comply with the relevant data protection legislation prevailing in the country of delivery. For the avoidance of doubt, this includes the UK GDPR if delivery is within the UK, or the GDPR if within the EU, EEA, or anywhere else outside of the UK. Any processing in the UK will be compliant with EU law;
- 5.10 make learner/delegate records together with any statutory additions or amendments available for quality assurance and auditing purposes;
- 5.11 guard against fraudulent or mistaken claims for registration and certification;

- 5.12 have appropriate administrative systems in place to track the progress of learners/delegates towards the qualification they are registered for; and ensure that all claims for certificates are valid and accurate;
- 5.13 securely transmit assessment outcomes through Leadership Skills Foundation's course management system;
- 5.14 have effective communication arrangements in place to ensure that learners/delegates and staff are informed of the requirements for the Leadership Skills Foundation's qualifications.

## 6. Suspension of qualification centre approval

- 6.1 The Leadership Skills Foundation may serve written notice to the centre, as its sole discretion, to suspend centre approval in relation to the centre itself and/or one or more of its multi delivery sites for a period of time that the Leadership Skills Foundation deems appropriate in circumstances set out in the Centre Manual or if the centre:
  - 6.1.1 is in breach of any of the terms and conditions of this agreement.;
  - 6.1.2 is subject to any allegations or findings of irregularities or malpractice in any of its activities as a centre;
  - 6.1.3 is subject to an investigation by the Leadership Skills Foundation into a serious complaint about the centre that:
    - 6.1.3.1 has failed to address any actions issued by the Leadership Skills Foundation relating to centre approval within the agreed timescales;
    - 6.1.3.2 fails to pay any fees when due in accordance with clauses in section 9, except where the charges are subject to a bona fide dispute.
- 6.2 Upon suspension of centre approval, the Leadership Skills Foundation will follow the Sanctions Policy and may;
  - 6.2.1 withhold the issue of or access to resources and learner/delegate certificates;
  - 6.2.2 suspend processing of learner/delegate registrations and learner/delegate results and the centre acknowledges that if the Leadership Skills Foundation exercises its rights under this clause, the Leadership Skills Foundation shall have no liability for any loss (whether direct or indirect) incurred by the centre.

## 7. Termination of the agreement with a centre

- 7.1 The Leadership Skills Foundation may terminate this agreement (and therefore centre approval) for any reason by providing one month's written notice to the centre.
- 7.2 The Leadership Skills Foundation may terminate this agreement (and therefore centre approval) immediately on written notice if the centre:

- 7.2.1 is in material or persistent breach of any of the terms or conditions of this agreement and, if capable of remedy, has failed to remedy the breach within 30 days of receiving a notice requiring it to do so, or within the period specified in the notice.
- 7.2.2 has failed to implement an action plan set by the Leadership Skills Foundation within agreed timescales;
- 7.2.3 has a serious deficiency in the assessment process;
- 7.2.4 in the reasonable opinion of the Leadership Skills Foundation, can no longer assure the appropriate level or quality of assessment provision;
- 7.2.5 ceases or threatens to cease to trade, becomes bankrupt or makes any arrangement or composition with its creditors, goes into liquidation or has a receiver or manager appointed over its business or any of the property or assets of the business;
- 7.2.6 undergoes a change of control;
- 7.2.7 commits any act of dishonesty through its employees, management or contractors or they engage in any misconduct which in the reasonable opinion of the Leadership Skills Foundation brings or has brought the Leadership Skills Foundation into disrepute;
- 7.2.8 has been subject to suspension to centre approval for more than three months;
- 7.2.9 has not registered any learners/delegates with the Leadership Skills Foundation for more than 12 months;
- 7.2.10 is subject to any equivalent sanction placed on it by another awarding organisation;

## 8. Effects of termination

- 8.1 Upon termination of this agreement (and therefore centre Approval) for whatever reason the centre will:
  - 8.1.1 provide to the Leadership Skills Foundation as soon as reasonably practicable all information it reasonably requires (including names, addresses and contact details for learners/delegates such as email addresses and telephone numbers) as requested by the Leadership Skills Foundation;
  - 8.1.2 deliver to the Leadership Skills Foundation, within 14 days of the request, the centre approval certificate and any databases, records and materials created, compiled and/or obtained by the centre in connection with this agreement;
  - 8.1.3 pay to the Leadership Skills Foundation all money due and outstanding to the Leadership Skills Foundation under this agreement;
  - 8.1.4 comply with any requests by the Leadership Skills Foundation that have the purpose of enabling learners/delegates to complete the course that they have started.
  - 8.1.5 cease to use the copyright name, any logo and/or brand visual or wording belonging to the Leadership Skills Foundation;

- 8.2 Any withdrawal or suspension of centre approval or termination of this agreement will also equate to withdrawal, suspension or termination of any other sites affiliated to the centre unless otherwise agreed by the Leadership Skills Foundation in writing.
- 8.3 Termination of this agreement (and therefore centre approval) for whatever reason shall be without prejudice to the accrued rights, remedies and obligations of either the Leadership Skills Foundation or the centre.
- 8.4 Clauses in sections 8, 11 and 12 shall survive the termination of this agreement for whatever reason.

## 9. Fees

- 9.1 The Leadership Skills Foundation reserves the right to review fees and shall inform centres of any changes.
- 9.2 The centre understands that failure to pay the Leadership Skills Foundation in accordance with the Invoice and Refund Policy may result in services being suspended and/or centre approval being terminated.
- 9.3 Any and all expenses, costs, and charges incurred by the centre in the performance of its obligations under this agreement shall be paid by the centre, including any costs or charges associated with the recovery of unpaid debts.
- 9.4 If the centre fails to make any payment due to the Leadership Skills Foundation under this agreement by the due date for payment, the Leadership Skills Foundation reserve the right to carry out any actions outlined in the clauses in sections 6 and 7.
- 9.5 The centre acknowledges that if the Leadership Skills Foundation exercises its rights under the clauses in sections 6 and 7, the Leadership Skills Foundation shall have no liability for any loss (whether direct or indirect) incurred by the centre.
- 9.6 Every year, the Leadership Skills Foundation will invoice the centre the fees in accordance with the Minimum Spend Policy for the previous academic year (1 August to 31 July).
- 9.7 If a centre is not planning to deliver any qualifications (excluding professional qualification centres), they must inform the Leadership Skills Foundation in writing and can either pay a centre approval maintenance fee or centre withdrawal fee in addition to any other outstanding charges (e.g. minimum spend fee) in accordance with the Qualification Centre Withdrawal Policy and the Maintained Centre Approval Policy and procedure.
- 9.8 The centre will accept that each additional quality assurance intervention relating to non-compliance, an investigation into maladministration/malpractice or a complaint, will incur additional charges that are the responsibility of the centre.
- 9.9 Cancellation of a quality assurance visit less than 48 hours before the agreed date will incur a fee to cover any expenses and administration fees, in line with the Quality Assurance Policy.
- 9.10 The Leadership Skills Foundation accepts no responsibility for financial disputes between centres and learners/delegates.

## 10. International centres

- 10.1 The approval of international centres will be reviewed in accordance with current British Foreign and Commonwealth office guidelines for advice on safety and security.
- 10.2 If the centre is located outside of the UK and the Common Travel Area, it will be required to cover the travelling, accommodation and subsistence costs incurred by the Leadership Skills Foundation for any external quality assurance visits and postage costs for any qualification resources.
- 10.3 For centres operating outside the UK and the Common Travel Area centre approval is required to establish agreement on local government and statutory requirements and to meet the Leadership Skills Foundation centre approval requirements.
- 10.4 The centre must confirm that it has insurance cover for a minimum of £5,000,000 against public liability or similar liability arising from activities as a centre. If based overseas and cannot meet this insurance requirement, the centre confirms that it will meet its home country equivalent. All organisations outside of the UK that are not deemed a British base overseas must provide their own public liability insurance for each learner/delegate and evidence this to the Leadership Skills Foundation.

## 11. Logo use and communications by the centre

The centre will:

- 11.1 comply with all brand guidelines, style and consistency guidelines and any logo and brand use documentation as supplied by the Leadership Skills Foundation.
- 11.2 agree to use only the logos and brand visuals of the Leadership Skills Foundation and not those of the organisation's previous identities;
- 11.3 not make any statements, advertisements or promotions in relation to the Leadership Skills Foundation's qualifications and associated partners that are likely to mislead learners/delegates and other users of the qualifications;
- 11.4 allow electronic communications regarding the management of the centre and relevant qualification updates. The centre will be able to opt out of any marketing or promotional communications from the Leadership Skills Foundation;
- 11.5 not use the Leadership Skills Foundation logo or brand in a manner that dilutes its value, places the Leadership Skills Foundation or its affiliates in a position of disrepute or causes confusion as to the relationship between the centre and the Leadership Skills Foundation. If the Leadership Skills Foundation considers, in its sole discretion, that any of the Leadership Skills Foundation logos are being used in such a manner, the centre, must immediately cease the use of the Leadership Skills Foundation logos in the particular manner upon request;
- 11.6 acknowledge and agree that it has no right, title or interest in the Leadership Skills Foundation brand other than expressly by these terms and conditions, and that all such right, title or interest in the Leadership Skills Foundation logos shall be owned exclusively by the Leadership Skills Foundation;

- 11.7 acknowledge and agree that nothing in these terms and conditions shall be construed as an assignment or grant of any right, title or interest in or to the Leadership Skills Foundation logos or in any copyright or trade mark of the Leadership Skills Foundation save for the limited right granted under the terms and conditions of this agreement;
- 11.8 accept that the Leadership Skills Foundation and the officers, directors, employees or agents of any of them, exclude, to the maximum extent permitted by law, all liability and responsibility for any amount or kind of loss or damage that may result to the centre or a third party, (including without limitation, any direct, indirect, punitive or consequential loss or damages, or any loss of income, profits, goodwill, data, contracts, use of money, or loss or damages) arising from or connected in any way to the download and/or use, inability to download and/or use or the results of the download and/or use of the Leadership Skills Foundation logos. This shall not affect the centre's statutory rights or any liability, damage or remedy that cannot be excluded under applicable law;
- 11.9 accept that the Leadership Skills Foundation reserves the right to request the centre to immediately stop any use of the Leadership Skills Foundation logos if the centre fails to comply with any of the terms and conditions in this agreement or for any other reason. Upon such request, the centre must immediately stop the use of the Leadership Skills Foundation logos and immediately destroy all non-published copies of the Leadership Skills Foundation logos.

## 12. Intellectual Property

- 12.1 All rights (including ownership and copyright) in any specifications, instructions, scheme of work, plans, or other material furnished to or made available to the centres by the Leadership Skills Foundation shall remain vested solely as the Leadership Skills Foundation's and the centre shall not without prior written consent of the Leadership Skills Foundation use or disclose to a third party.

## 13. General requirements of the centre

The centre will:

- 13.1 assist the Leadership Skills Foundation in carrying out any reasonable monitoring and moderation activities and visits to the centre and to assist the regulatory authorities should they carry out any investigations/monitoring activities in relation to the delivery of regulated qualifications or the Leadership Skills Foundation activities;
- 13.2 notify the Leadership Skills Foundation within five working days when it has cause to believe there has, or is likely to be, a major non-compliance with the documented procedures and requirements of the Leadership Skills Foundation and/or associated regulatory requirements;
- 13.3 accept that if the centre is in breach of reasonable requirements specified by the Leadership Skills Foundation and/or associated regulatory criteria that sanctions may be imposed in accordance with the Sanctions Policy;

- 13.4 agree to notify the Leadership Skills Foundation within five working days should a change of control occur in relation to the ownership of the centre;
- 13.5 agree to make it clear to learners/delegates what information will be passed to the Leadership Skills Foundation and should pass on the Leadership Skills Foundation Privacy Policy and Data Processing Policy to any registered learners/delegates within one month of their registration with the Leadership Skills Foundation. If a learner/delegate is under 13 years old the Leadership Skills Foundation Privacy Policy information must be passed to their legal parent/guardian;
- 13.6 confirm that it has insurance cover for a minimum of £5,000,000 against public liability or similar liability arising from activities as a centre (international centres to comply with 10.4);
- 13.7 accept that agreement with these Terms and Conditions forms a contract between the centre and the Leadership Skills Foundation and the terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of the centre;
- 13.8 accept that these terms and conditions are not exhaustive and the Leadership Skills Foundation reserves the right to amend them at any time. Where we need to contact the centre concerning this agreement or the management of the centre, communication will be in writing and delivered by email to the registered centre manager.

## 14. Obligations of the Leadership Skills Foundation

The Leadership Skills Foundation will:

- 14.1 comply with all relevant laws (including without limitation data protection and health and safety), regulatory criteria and codes of practice;
- 14.2 comply with the relevant data protection legislation prevailing in the country of delivery. For the avoidance of doubt, this includes the UK GDPR if delivery is within the UK, or the GDPR if within the EU, EEA, or anywhere else outside of the UK. Any processing in the UK will be compliant with EU law;
- 14.3 be the data processor and will comply with UK GDPR if delivery is within the UK, or the GDPR if within the EU, EEA, or anywhere else outside of the UK. Any processing in the UK will be compliant with EU law;
- 14.4 provide support to centres in line with the Centre Customer Service Charter to ensure they can deliver, assess, quality assure and issue certificates to learners/delegates;
- 14.5 provide assessment materials in accordance with regulator guidelines;
- 14.6 follow the associated policies and procedures when performing our duties as an awarding organisation;
- 14.7 inform centres, and learners/delegates where applicable, of any changes to policies or processes that may affect the delivery and/or assessment of qualifications at the centre.

## 15. Declaration on behalf of the centre

The centre hereby warrants and undertakes to the Leadership Skills Foundation that:

- 15.1 it is free to enter into this agreement and is not bound by, and not aware of, any circumstances which would prevent the centre from complying with the Qualification Centre Terms and Conditions, associated policies and the Data Sharing Agreement;
- 15.2 all information supplied by the centre for the purposes of centre approval is genuine and correct;
- 15.3 it is in compliance and shall remain in compliance with all laws relevant to its status as a centre of the Leadership Skills Foundation;
- 15.4 it shall perform its obligations under this agreement with due care, skill and diligence and ensure its personnel shall have the necessary professional capabilities, qualifications and experience, skills and expertise.

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# Appendix 1

## Associated policies

The following policies are enforceable through agreement with the Qualification Centre Terms and Conditions:

Policy name	Policy description
<b>Appeals Policy</b>	<p>This appeals policy relates the procedures that are in place for both of the following scenarios:</p> <ul style="list-style-type: none"> <li>• A centre submitting an appeal against a decision made by the Leadership Skills Foundation.</li> <li>• A learner/delegate submitting an appeal against an assessment decision directly to the Leadership Skills Foundation when the centre’s internal appeals procedure has been exhausted or has not been followed correctly.</li> </ul>
<b>Complaints Policy</b>	<p>This policy covers complaints parties (e.g. centres, learners) wish to make in relation to the qualifications, awards and associated services offered by the Leadership Skills Foundation.</p>
<b>Equal Opportunities and Diversity Policy</b>	<p>This policy sets out the Leadership Skills Foundations equal opportunities, diversity and inclusion guidance for qualification centres, learners/delegates and all interested parties who encounter a direct or indirect service from the Leadership Skills Foundation as part of a qualification.</p>
<b>Malpractice and Maladministration Policy</b>	<p>This policy relates to centres that are delivering Leadership Skills Foundation qualifications, awards and other programmes and are involved in suspected or actual malpractice/maladministration.</p> <p>It sets out the steps the Leadership Skills Foundation will take and procedures it will follow when investigating and responding to suspected or actual cases of malpractice/maladministration.</p>

<p><b>Sanctions Policy</b></p>	<p>This policy gives guidance on how and when the Leadership Skills Foundation can apply sanctions on centres that deliver our qualifications and awards.</p> <p>The policy will come into force when a centre has failed to meet aspects of our delivery and/or assessment requirements, the standards required by the regulatory authorities and/or are in breach of our terms and conditions or other associated policies.</p>
<p><b>Withdrawal of Qualifications from Regulation Policy</b></p>	<p>This policy outlines the procedure that will be followed by the Leadership Skills Foundation when withdrawing a qualification from regulation.</p>
<p><b>Reasonable Adjustments Policy</b></p>	<p>This policy relates to disabled learners/delegates that may require reasonable adjustments to be able to access assessment for the Leadership Skills Foundation qualification they are registered on.</p>
<p><b>Special Considerations Policy</b></p>	<p>This policy relates to the process for allowing special considerations to remove any disadvantage that learners/delegates might experience as a result of an illness, injury or other event outside of their control. This applies to learners/delegates that are registered on access assessment for the Leadership Skills Foundation qualification.</p>
<p><b>Recognition of Prior Learning Policy</b></p>	<p>This policy gives guidance to centres where they would like to use a learner's/delegate's previous learning towards the learning and/or assessment of the Leadership Skills Foundation qualification they are registered for. This is known formally as recognition of prior learning (RPL).</p>
<p><b>Maintained Qualification Centre Status Policy</b></p>	<p>This policy gives guidance on the process centres must follow to retain their approval as a Leadership Skills Foundation qualification centre for a given academic year (i.e. 1 August to 31 July).</p>
<p><b>Qualification Centre Withdrawal Policy</b></p>	<p>This policy gives guidance on the process centres must follow to withdraw as a</p>

	<p>qualification centre with the Leadership Skills Foundation and the Qualification Centre Terms and Conditions.</p>
<p><b>Invoice and Refund Policy</b></p>	
<p><b>Minimum Spend Policy for Qualification Centres</b></p> <p><b>Minimum Spend Policy for Professional Qualification Centres</b></p>	<p>These policies gives guidance to centres on the annual minimum spend requirements and outlines the steps the Leadership Skills Foundation will take to apply the minimum spend requirement on centres. There is a separate policy for centres that have professional qualification centres status with the Leadership Skills Foundation.</p>
<p><b>Whistleblowing Policy</b></p>	<p>This policy defines how the Leadership Skills Foundation will support a whistleblower to feel comfortable and secure if they feel it necessary to report suspected or actual wrongdoing, bad practice, corruption, malpractice, maladministration and/or the possible covering up of these actions in relation to our programmes.</p>
<p><b>Sanctioned Centre Approval Withdrawal Policy</b></p>	<p>This policy outlines how the Leadership Skills Foundation will manage the imposed sanction of enforced withdrawal of centre approval. It outlines the process and the steps to be taken to protect the interests of any learners/delegates registered on a Leadership Skills Foundation qualification.</p>
<p><b>Quality Assurance Policy</b></p>	<p>This policy sets out the expectations of a centre in supporting the Leadership Skills Foundation to perform quality assurance activities. It also outlines what a centre should expect from the Leadership Skills Foundation.</p>
<p><b>Data Sharing Agreement</b></p>	<p>This agreement sets out the framework for the sharing of personal information between the centre and the Leadership Skills Foundation, defines the type of data to be shared and the purposes for which it is to be shared.</p>

# Appendix 2

## Definitions

The following definitions relate to terms used in the Qualification Centre Terms and Conditions:

Term	Definition
<b>Awarding organisation</b>	The organisations, in this case the Leadership Skills Foundation, that is recognised by regulatory authorities (i.e. Ofqual, Qualifications Wales, CCEA and SQA) to offer and award qualifications.
<b>Associated policies</b>	Documents that give specific details of expectations and obligations of the Leadership Skills Foundation, the centre and/or the learner(s)/delegate(s) in support of these Qualification Centre Terms and Conditions.
<b>Centre</b>	The organisation or other legally recognised entity that applies to deliver qualifications.  Any reference to ‘centre’ refers to ‘qualification centre’ and ‘professional qualification centres (PQCs)’ unless stated otherwise.
<b>Centre manager</b>	The individual identified by the centre as the person responsible for the management of the administration, delivery, assessment and quality assurance of Leadership Skills Foundation qualifications at the centre. They have the responsibility and remit within the centre to agree to this agreement and the relevant Leadership Skills Foundation terms and conditions.  They also act as the primary contact with the Leadership Skills Foundation.
<b>Centre Manual</b>	The central resource that gives guidance to centres and their staff on how to administer, deliver, assess and quality assure the delivery of Leadership Skills Foundation qualifications.
<b>International centres</b>	Any centre that is constituted and/or operates outside of the UK or the Common Travel Area.
<b>Learner(s)/delegate(s)</b>	The person that undertakes the qualification and is awarded a certificate on the successful completion of the specified assessments for a qualification.

<b>Qualification</b>	The programme of learning and assessment that the centre delivers. This programme is developed and maintained by the Leadership Skills Foundation and is regulated/approved by a qualifications regulator.
<b>Quality assurance</b>	The process of assuring that administration, delivery and assessment standards have been met by the centre. This is made up of both internal quality assurance (i.e. that performed by the centre) and external quality assurance (i.e. that performed by the Leadership Skills Foundation upon the centre).
<b>Qualification resources</b>	Any materials that are associated with the administration, delivery, assessment or certification of a qualification. For example, delivery plans and activities, learner evidence records, quality assurance forms, qualification certificates, and so on.



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