



Accreditation Letter for Active Leader Trainers

1. Thank you for attending and completing the Active Leader Trainer Accreditation course. The Active Leader course can only be delivered by Accredited Active Leader Trainers. This information provides further details on your accreditation and the Active Leader course delivery. Your accreditation is valid for 2 years from the date of your accreditation course, subject to you running an Active Leader course. You will be issued a digital CPD certificate on completion of the Trainer Accreditation Course.

The Active Leader trainer accreditation course has been approved by CIMSPA who have awarded you 10 CIMSPA CPD points.

2. We have provided you with electronic copies of the:
 - a. Active Leader Trainer Manual
 - b. Course delivery information including costs
 - c. Active Leader Course Manual which each student receives in hard copy
 - d. Games Booklet which each student receives in hard copy
 - e. Powerpoint slides for use in course delivery
 - f. Template student reference form
 - g. Template course booking form
3. Active Leaders Ltd owns the copyright to all the materials and information provided in connection with the Active Leader and Trainer Accreditation courses. No materials may be copied, printed or distributed without our express written permission, in advance.
4. The Active Leader course which you are now accredited to deliver has been approved by CIMSPA. Any significant amendment to course delivery should be confirmed in writing by Active Leaders HQ (please contact penny@activeleaders.co.uk). CIMSPA, and we, retain the right to visit any accredited Trainer to observe delivery of any course. We will keep in touch with you to arrange such visits as applicable.

The delivery by you of any course must be in accordance with the standards set out in the Trainer manual, on the Accreditation Course, our policies and procedures and this letter.

5. In order to participate in any Active Leader course you deliver, each student requires a registration pack, provided by us and is asked to register onto our Active Leader database for which we will provide you with a specific course link. We will provide you with all registration data they enter in accordance with our privacy policies.

The student registration pack contains a printed Active Leader Course Manual and a Games Booklet in a wallet folder, a t-shirt and at the end of the course each student receives an individually printed certificate (digital if preferred) and pin badge (optional). You as the Trainer will provide an individual reference for each student, which we approve, in accordance with the instructions in the Trainer Manual. Certificates are issued after we have received the references you write.



6. We will also provide you with a link to a Feedback Survey which the students complete during the final session 10 of the course. We will then provide you with a summary of their feedback. We also welcome your own feedback and any from parents, school governors, course hosts or funding partners. We may also provide a feedback survey for you to complete on-line as trainer.
7. For any Active Leader course you deliver on your own behalf, any fee payable to you will be negotiated by you with the relevant course host/school. If we ask you to deliver a course on our behalf, we will agree a fee with you beforehand.
8. You have agreed to provide your contact and certification details (ID, DBS) and first aid if you have it, which we will keep on file in accordance with our policies. Trainer Accreditation is only valid if you have provided us with written proof of your current enhanced DBS certification (either a copy of the certificate or the DBS number and date of issue). Whenever you are delivering an Active Leader course, the policies and procedures of the setting in which you are delivering are applicable (including for example DBS, first aid, safeguarding certificates and other applicable training).
9. Active Leaders reserves the right to withdraw this accreditation if you are not upholding the terms and conditions set out in this accreditation letter; if another matter is brought to our attention which, in our opinion, is inconsistent with the standing and reputation of an Accredited Active Leader Trainer; if delivery standards set out in the Trainer Manual or during the Accreditation Course are not upheld; if our materials are copied/distributed without our written permission; or for misconduct which is inconsistent with our operating standards and reputation.
10. By ticking the box on the registration form you have confirmed your understanding of, and agreement to, this letter and the terms and conditions of Active Leader Trainer Accreditation and course delivery.

Thank you for your enthusiasm and we very much look forward to working with you.

Penny Snowden

CEO

Active Leaders Ltd, Active Leader Operations Ltd
2025

