



Accreditation Letter for Master Active Leader Trainers

1. Thank you for completing the Master Active Leader Trainer Accreditation course.
2. You are now accredited to deliver the Active Leader Trainer Accreditation course and accredit Active Leader Trainers. This information provides further details on your accreditation and the Active Leader Trainer Accreditation course delivery. Your accreditation is valid for 2 years from the date of your accreditation course, subject to you running an Active Leader Trainer Accreditation Course. You will be issued a digital CPD certificate.
3. Active Leaders HQ has provided you with electronic copies of the:
 - a. Master Active Leader Trainer Accreditation Course Manual
 - b. Active Leader Trainer Manual
 - c. Games Booklet
 - d. Powerpoint slides for use in course delivery and Course Delivery Information
 - e. Active Leader Course Manual for students.
4. Active Leaders Ltd owns the copyright to all the materials and information provided in connection with its programmes. No materials may be copied, printed or distributed without the express written permission of the CEO of Active Leaders Ltd, in advance.
5. The Active Leader Trainer Accreditation course which you are now accredited to deliver has been approved by CIMSPA. CIMSPA and Active Leaders HQ retain the right to visit any accredited Master Trainer to observe delivery of any course. Active Leaders HQ 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 Master Active Leader Trainer Manual, the Active Leader Policies and Procedures and this letter.
6. In order to participate in any Active Leader Trainer Accreditation course you deliver, each student must register using a link provided by Active Leaders HQ. This includes ID and DBS checks. The fee to be charged per Trainer will be communicated to you in advance so you can inform the trainees (as applicable). Once registered, Active Leaders HQ will issue each student with a link to download the Active Leader Trainer Manual, the Games Booklet and the Active Leader Course Manual (for students they train). When an Accredited Trainer is ready to deliver an Active Leader course, they must follow the procedures set out in the Course Delivery Information slides.
7. You have the right not to accredit any trainee you do not feel should be an Active Leader Trainer. In such circumstances, please contact Active Leaders HQ who will discuss this with you.
8. All young people wishing to become Active Leaders must be provided with a printed Course Manual and Games Booklet and must register to participate in a course run by an Accredited Active Leader Trainer. This information will be provided to the Active Leader Trainers you accredit, when they contact Active Leaders HQ to run a course.



9. Each Active Leader Trainer you train and accredit, will be provided with a digital CPD certificate issued by Active Leaders HQ. When you have completed delivery of the course please inform us immediately. We will issue each Trainer you have accredited with their certificate and a link to downloadable slides and resources to run an Active Leader course, including an Active Leader course booking form.
10. Active Leaders HQ will also provide you with a link to a Feedback Survey which the Trainers you have accredited should complete at the end of the Active Leader Trainer Accreditation Course you have run. Active Leaders HQ will provide you with a spreadsheet summary of their feedback. This helps with overall monitoring and quality control.
11. In registering to become a Master Active Leader Trainer You have agreed to provide your contact and certification details (ID, DBS) and first aid if you have it, which will be retained in accordance with Active Leader Policies and Procedures. Master Trainer Accreditation is only valid if you have provided written proof of your current enhanced DBS certification (either a copy of the certificate or the DBS number and date of issue) as part of your registration. Whenever you are delivering an Active Leader Trainer Accreditation 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).
12. Active Leaders Ltd 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 the opinion of Active Leaders HQ is inconsistent with the standing and reputation of an Accredited Master Active Leader Trainer; if delivery standards set out in the Master Active Leader Trainer Accreditation Course Manual or during the Active Leader Trainer Accreditation Course you run are not upheld; if Active Leader materials are copied/distributed without written permission from the CEO of Active Leaders Ltd; or for misconduct which is inconsistent with the operating standards and reputation of Active Leaders Ltd.
13. 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 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

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