



CIMSPA Policy: Quality Assurance Review of Awarding Organisation Partners

Version 2.1

Release date: February 2025

Revision history		
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2.1	Update of formatting (removal yellow highlights across document).	21/02/2025
2	Policy amendments following QA pilot feedback.	10/12/2024
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Introduction

CIMSPA recognises that Awarding Organisations (AOs) are answerable to several arms' length government agencies e.g., Institute for Apprenticeships and Technical Education (IfATE), home nation regulators such as Ofqual, and the Education and Skills Funding Agency (ESFA) for publicly funded qualifications, as well as industry-specific professional bodies such as CIMSPA.

CIMSPA are keen to work collaboratively whilst recognising our own role and responsibility to provide assurance to our stakeholders that all entities in partnership with CIMSPA accede to the vision of both offering and operating at the highest standards, whilst-wherever possible- taking a practical and pragmatic approach to the burden of such activity.

This policy should be read in conjunction with CIMSPA's [Quality Assurance Strategy](#).

The CIMSPA Quality Assurance (QA) process is a multi-staged approach:

- Initial onboarding quality checks for all education partners,
- Product endorsement and annual review,
- Quality assurance review, at least annually for each education partner,
- Renewal of partnership.

Scope

The aim of this policy is to explain the effective, consistent, and fair procedures that will be followed by CIMSPA when conducting quality assurance reviews for CIMSPA AO partners. This is in relation to their endorsed products, including regulated qualifications, regulated/unregulated CPD mapped to CIMSPA Professional Standards and to implement the terms of the partnership agreement between CIMSPA and the CIMSPA AO partner.

Policy

The role of the Awarding Organisation partner

The Awarding Organisation (AO) partner is responsible for monitoring and evaluating its systems, policies, and procedures, for the delivery of regulated qualifications and their components. To ensure they are in line with the requirements set out by applicable regulator of qualifications; in England (Ofqual), in Wales (Qualification Wales), in Scotland (SQAA) and in Northern Ireland (CCEA Regulation), AOs implement external quality assurance on their 'approved centres or providers.'

Once an AO approves a centre or provider to deliver their qualifications, there are certain criteria that must be followed to remain compliant in accordance with the Conditions of Recognition set out by Ofqual and CCEA Regulation the Standard Conditions of Recognition for Qualification Wales, and the SQAA regulatory principles and directives. CIMSPA AO partners have additional responsibility to all learners undertaking their qualifications to ensure their approved centres or providers are delivering CIMSPA Professional Standard Endorsed qualifications and CIMSPA Endorsed CPD (regulated or unregulated), in accordance with the requirements of the Professional Standard(s) as described.

The role of CIMSPA

Quality assurance is fundamental to all CIMSPA processes, products, and services and the purpose of the QA review is to support with professionalising the sport and physical activity sector.

To assure there is rigour and consistency behind each AO partner's processes, and to protect and avoid reputational risk to both CIMSPA and the AO partner, CIMSPA will continue to support and monitor its AO partners by completing an annual quality assurance review.

The focus of the quality assurance review are the learners who are undertaking CIMSPA Professional Standard Endorsed qualifications and CIMSPA Endorsed CPD.

The QA review will compliment, not replicate other regulatory body processes and requirements as this review is specific to how you support your centres and approved providers in upholding the requirements of the Professional Standard(s) through your QA monitoring activities. In setting and maintaining an appropriate Quality Assurance Policy, it is CIMSPA's intention to ensure that we do not impose unnecessary or undue burden on our AO partners and therefore supplement the regulators process and not create conflict between expectations.

Risk

Risk can be defined as the probability of an event(s) occurrence against the severity of the impact if they do occur.

CIMSPA's approach to working with our AO partners is to successfully identify and manage risks that may be associated with the delivery of CIMSPA Professional Standard Endorsed Qualifications and CIMSPA Endorsed CPD.

Therefore, CIMSPA will work with the AO partner to successfully identify and manage the AO's exposure to risk. The aim of the quality assurance review is to manage the exposure by taking preventive actions to keep the exposure at an acceptable level. We will primarily identify risks through our quality assurance review; however, some risks may be identified by other sources.

An AO's overall risk rating will be informed using a holistic approach derived from the quality assurance review, which considers both the probability, and the impact of any individual risks identified.

Examples of risk include but are not limited to ensuring approved centres follow the Awarding Organisations quality assurance and monitoring activities; including failure to conduct standardisation across assessors, lack of assessment

integrity, inadequate mechanisms for providing feedback or addressing appeals, failure to adapt to changes in educational methodologies or industry best practices e.g., technological advancements and assessment practices.

Examples of preventative action could include but are not limited to; robust policies and procedures that are reviewed and adhered to, regular training and development for external verifiers, approved providers having competent and appropriate staff, standardisation protocols that provide clear guidelines to approved providers, regular internal audits, transparent communication, assessment design best practices, continuous monitoring and data analytics of approved centres involvement, established and accessible feedback mechanisms and complaints, appeals and malpractice process.

Quality assurance review

The Quality Assurance review will be split into three 'principles':

- 1. Supporting the sector through CIMSPA's vision and mission**
- 2. Learner journey**
- 3. Marketing and promotion**

1. Support the sector through CIMSPA's vision and mission

- 1.1.** The AO partner engages with CIMSPA through opportunities provided.
- 1.2.** The AO partners suite of qualifications map to the appropriate professional standard(s) (where relevant).
- 1.3.** The AO partner adheres to the CIMSPA Partner Code of Conduct.

2. Learner journey

- 2.1.** The AO partner is transparent with their operations, processes, and practices to centres.
- 2.2.** The AO partner is transparent with their operations, processes, and practices to learners.

3. Marketing and promotion

- 3.1.** The AO partner markets their CIMSPA partnership in line with CIMSPA expectations.
- 3.2.** The AO partner markets their endorsed qualifications and CPD in line with CIMSPA expectations.
- 3.3.** The AO partner ensures their approved centres (third party recognition) market their endorsed qualifications and CPD in line with CIMSPA expectations.
- 3.4.** The AO partner markets their endorsed qualifications and CPD with truth and accuracy.

The evidence indicators set out in [Appendix A](#), provides examples of evidence that CIMSPA may review as part of the quality assurance process. The examples listed are not meant to be exhaustive, and because AO partners operate within different contexts, the relevance of different types of evidence will vary for each partner. For that reason, we do not prescribe a standard set of evidence, allowing a flexible approach.

During the QA review, the Quality Assurance Advisor (QAA) will assess the AO partners current position against these principles and record a judgement in the QA report based on the AO's performance at the time of the review.

The AO partners overall outcome rating is a simple measure to improve visibility of any emerging and enabling outcomes (as explained below) and allow CIMSPA to assist the AO partner in proactively addressing these in relation to their endorsed products, and the AO partners quality assurance activity in relation these areas.

Outcome of annual review

Alongside the QA report, the AO partner will receive an overall review outcome, based upon the QA Advisors judgement against the evidence provided for the

quality assurance review. CIMSPA will not publicise the outcome and this can remain confidential between the AO partner and CIMSPA, unless a need arises in line with 1.1 of contract. However, should the AO partner decide they would like to showcase their outcome, CIMSPA will provide the appropriate quality assurance logo.

The outcome scale used to measure the AO's performance with these principles will be:

- Enhancing
- Enabling
- Emerging

Enhancing – Awarding Organisation partners that are identified as 'Enhancing' have evidenced best practice within all of their operations, processes, and procedures, and are seen to be offering the highest standard throughout all areas looked at.

Enabling – Awarding Organisation partners identified as 'Enabling' have evidenced some good practice within their operations, processes, and procedures, with minimal areas for development. They are seen to be offering good quality throughout all areas looked at.

Emerging – Awarding Organisation partners identified as 'Emerging' have met the minimum standards required by CIMSPA. These partners have key actions needing to be completed within a specified time, to ensure they meet CIMSPA standards and expectations of its endorsed provision. CIMSPA will provide bespoke support to partners identified as emerging to ensure sufficient quality developments to achieve an 'Enabling' or 'Enhancing' outcome, following the next quality assurance review.

An AO partners outcome will have the status applied for 12 months. Where an AO partner has a ‘Enhancing’ review outcome, the following year’s QA review may be based upon themes as opposed to a full desk-based review.

Where an AO partner receives an ‘Enabling’ outcome it is expected that the partner develops areas in line with the action plan devised at the review meeting.

Where a partner does not complete these actions, it may be appropriate to escalate the situation in line with the [Disciplinary Policy and Procedure for CIMSPA Partners](#).

Where an AO partner has an ‘Emerging’ review outcome, and is unable to meet the actions set out in the action plan within the agreed time frames, it may be appropriate to escalate the situation in line with the [Disciplinary Policy and Procedure for CIMSPA Partners](#).

How your outcome is achieved

Criteria:	Indicative Content	Outcome
1.1 The AO partner engages with CIMSPA through opportunities.	<ul style="list-style-type: none"> Supporting responses to formal consultations (where appropriate) and professional standards reviews (where appropriate). Attending AO forums. Contributing to or membership of CIMSPA Professional Development Committees (PDCs) or Board (PDB) (where appropriate). Proactive communication around qualifications and ongoing policy reforms. 	<p>Enhancing There is comprehensive evidence that the AO partner engages with CIMSPA through opportunities presented.</p> <p>Enabling There is some evidence that the AO partner engages with CIMSPA through opportunities presented.</p> <p>Emerging There is limited evidence that the AO partner engages with CIMSPA through opportunities presented.</p>

Figure 1. Quality Assurance Framework

Your Quality Assurance Advisor will determine which category best fits the evidence provided for each criterion in the review. The overall rating is determined by taking a holistic review of all criteria outcomes.

CIMSPA's Quality Assurance Manager will provide the AO partner with the overall outcome upon completion of post review meeting. If areas are not considered to be emerging in the sector, the education partner may be escalated through CIMSPA disciplinary procedures.

Annual review approach

As the term suggests, a review of an AO partners CIMSPA-related activity will take place annually. This will run between April and March in line with agreed calendar of events for each Awarding Organisation (where possible).

It will take the form of a desk-based review, and a remote discussion of the evidence and information supplied by the AO partner. It will be conducted by a carefully selected Quality Assurance Advisor who is a member of a team of independent quality assurance specialists contracted by CIMSPA to conduct such activity on our behalf.

The Quality Assurance Advisor will contact you to suggest a date and time that works for both of you within a 3-month window, to conduct the quality assurance review.

During the review, evidence for the criteria will need to be shared. There is the opportunity to share evidence in advance of the QA review (Appendix B) to assist the QAA in forming outcome judgements, but this is not compulsory, and evidence can be shared during the desk-based review in whichever format the AO partner deems suitable.

CIMSPA will complete and issue a quality assurance report. Further to this a meeting will take place with the CIMSPA AO Partnership Manager, Quality Assurance Manager, and the AO partner to discuss the findings of the review and

allow the AO partner to share any further relevant evidence prior to a final outcome being agreed. Where further evidence is available this should be shared with CIMSPA within 10 working days of the meeting.

This allows a tailored action plan to be developed to support ongoing quality improvement aligned to CIMSPA's expectations of partners.

CIMSPA and our team of Quality Assurance Advisors will work to reduce any additional burdens are placed on the AO partner during the quality assurance review.

Review

This CIMSPA policy Quality Assurance Review of Awarding Organisation partners will be reviewed in March 2026 unless a change in policy, governance or other circumstance requires a review prior to this date.

Appendix A- Evidence framework

1.0 Supporting the sector through CIMSPA's vision and mission

Criteria:	Indicative Content	Outcome
<p>1.1 The AO partner engages with CIMSPA through opportunities.</p>	<ul style="list-style-type: none"> • Supporting responses to formal consultations (where appropriate) and professional standards reviews (where appropriate). • Attending AO forums. • Contributing to or membership of CIMSPA Professional Development Committees (PDCs) or Board (PDB) (where appropriate). • Proactive communication around qualifications and ongoing policy reforms. 	<p>Enhancing</p> <p>There is comprehensive evidence that the AO partner engages with CIMSPA through opportunities presented.</p> <p>Enabling</p> <p>There is some evidence that the AO partner engages with CIMSPA through opportunities presented.</p> <p>Emerging</p> <p>There is limited evidence that the AO partner engages with CIMSPA through opportunities presented.</p>

Criteria:	Indicative Content	Outcome
<p>1.2 The AO partners suite of qualifications map to the appropriate professional standard (where relevant).</p>	<ul style="list-style-type: none"> • Evidence of mapping to a professional standard (where relevant and appropriate) and that this is on the correct template. • Evidence that mapping (at the point of endorsement) is to the most current version of the professional standard. • Examples of employer involvement in the design and development of qualifications. 	<p>Enhancing</p> <p>There is comprehensive evidence that the endorsed product(s) meet the sector need through mapping to the relevant professional standard.</p> <p>Enabling</p> <p>There is some evidence that the endorsed product(s) meet the sector needs through mapping to the relevant professional standard.</p> <p>Emerging</p> <p>There is limited evidence that the endorsed product(s) meet sector need. Mapping to professional standards has not been submitted.</p>

Criteria:	Indicative Content	Outcome
<p>1.3 The AO partner adheres to the CIMSPA <u>Partner Code of Conduct</u>.</p>	<ul style="list-style-type: none"> • Evidence of up-to-date equality and diversity policy. • Examples of supporting the workforce (E.g. support EQA's). • Examples to support the smooth transition of members of the Workforce between organisations (employment, education, or training). • Examples of implementing working practices that encourage integrity, inclusivity, ethical behaviour and conduct within safeguarding guidelines. • Evidence of promoting excellence in the delivery of activities and services. 	<p>Enhancing</p> <p>There is comprehensive evidence that the AO partner adheres to the CIMSPA partner code of conduct.</p> <p>Enabling</p> <p>There is some evidence that the AO partner adheres to the CIMSPA partner code of conduct.</p> <p>Emerging</p> <p>There is limited evidence that the AO partner adheres to the CIMSPA partner code of conduct.</p>

2.0 Learner Journey

Criteria:	Indicative Content	Outcome
<p>2.1 The AO partner is transparent with their operations, processes, and practices to centres.</p>	<ul style="list-style-type: none"> • Evidence of up-to-date policies including equality and diversity, complaints, appeals, maladministration and malpractice, quality assurance, reasonable adjustments and special considerations that are easy for the centres to locate. • Examples of sample assessment material and assessment strategies. • Examples of centre approval process and adherence to this. • Examples of centre continued adherence (e.g., centres registering learners within specified timeframes). • External Quality Assurance themes for CIMSPA Training Provider Partners. • Complaint themes for CIMSPA Training Provider Partners. • Sanction themes for CIMSPA Training Provider Partners. 	<p>Enhancing</p> <p>There is comprehensive evidence that the AO partner is transparent with their operations processes and practices to the approved centres which means these are fully compliant and easily found.</p> <p>Enabling</p> <p>There is some evidence that the AO partner is transparent with operations processes and practices to its approved centres.</p> <p>Emerging</p> <p>There is limited evidence that the partner it is transparent with operations processes and practices to its approved centres.</p>

Criteria:	Indicative Content	Outcome
<p>2.2 The AO partner is transparent with their operations, processes, and practices to learners.</p>	<ul style="list-style-type: none"> • Evidence of up-to-date policies including equality and diversity, complaints, appeals, maladministration and malpractice, quality assurance, reasonable adjustments and special considerations that are easy for the learners to locate. • Evidence of centre communication around timeliness of achievement and certification with learners. 	<p>Enhancing</p> <p>There is comprehensive evidence that the AO partner is transparent with their operations processes and practices for the learners which means these are fully compliant and easily found.</p> <p>Enabling</p> <p>There is some evidence that the AO partner is transparent with operations processes and practices for their learners.</p> <p>Emerging</p> <p>There is limited evidence that the partner it is transparent with operations processes and practices for their learners.</p>

3.0 Marketing and Promotion

Criteria:	Indicative Content	Outcome
<p>3.1 The AO partner markets their CIMSPA partnership in line with CIMSPA expectations.</p>	<ul style="list-style-type: none"> • Evidence of applying CIMSPA’s brand guidelines • Evidence that the correct education logo is being displayed. 	<p>Enhancing</p> <p>There is comprehensive evidence that the AO partner markets their provision with truth and accuracy.</p> <p>Enabling</p> <p>There is some evidence that the AO partner markets their provision with truth and accuracy.</p> <p>Emerging</p> <p>There is limited evidence that the AO partner markets their provision with truth and accuracy.</p>

Criteria:	Indicative Content	Outcome
<p>3.2 The AO partner markets their endorsed qualification and CPD in line with CIMSPA expectations</p>	<ul style="list-style-type: none"> • Evidence that the correct education logo is being displayed. • Evidence that the correct CPD point logo is being displayed relevant to the course endorsed (where applicable). • Evidence of applying CIMSPA's brand guidelines 	<p>Enhancing All marketing provided by the AO partner demonstrates comprehensive adherence to CIMSPA requirements.</p> <p>Enabling There is some evidence that the AO partner markets their endorsed provision in line with CIMSPA requirement.</p> <p>Emerging There is limited evidence that the AO partner markets their endorsed provision in line with CIMSPA requirement.</p>

Criteria:	Indicative Content	Outcome
<p>3.3 The AO partner ensures their approved centres (third party recognition) market their endorsed qualifications and CPD in line with CIMSPA expectations</p>	<ul style="list-style-type: none"> • Evidence that the AO partner is recognising and applying the Third-Party Logo Recognition Policy with their approved centres. • Evidence of applying CIMSPA's brand guidelines • Examples of approved centres who are not CIMSPA Training Provider Partners using CIMSPA Logo. 	<p>Enhancing</p> <p>There is comprehensive evidence that the AO partner works with their approved centres to market the endorsed qualifications and CPD in line with CIMSPA requirement.</p> <p>Enabling</p> <p>There is some evidence that the AO partner works with their approved centres to market the endorsed qualifications and CPD in line with CIMSPA requirement.</p> <p>Emerging</p> <p>There is limited evidence that the AO partner works with their approved centres to market the endorsed qualifications and CPD in line with CIMSPA requirement.</p>

Criteria:	Indicative Content	Outcome
<p>3.4 The AO partner markets their endorsed curriculum with truth and accuracy.</p>	<ul style="list-style-type: none"> • Accurate representation of their endorsed product. For example, is transparent in the detail of course prerequisites, course duration, achievement obtained. • Evidence of marketing materials aligning to AO partner promotion of training e.g., consistency in promotion of AO partner through websites, brochures, and social media. 	<p>Enhancing All marketing provided by the AO partner demonstrates truth and accuracy of the provision.</p> <p>Enabling There is some evidence that the AO partner markets their provision with truth and accuracy.</p> <p>Emerging There is limited evidence that the AO partner markets their provision with truth and accuracy.</p>

Appendix B- QA review evidence examples

Examples of evidence	Organisation responsible for gathering
AO forum minutes	CIMSPA
Professional Development Board (PDB) or Professional Development Committee (PDC) minutes	CIMSPA
Courses map to professional standard	CIMSPA
Mapped to most current version	CIMSPA
Employer engagement	AO partner
Up to date Policies	AO partner
Centre approval process	AO partner
Centre continued adherence	AO partner
EQA Themes	AO partner
Complaint Themes	AO partner
Sanction Themes	AO partner
Approved centres not CIMSPA TPPS using logos- AOs support	AO partner/CIMSPA

Appendix C- Outcome Terms and Explanations

- **Comprehensive**- thorough coverage of the criteria listed through all evidence provided. (Not necessarily all evidence listed in the indicative content). Evidence provided must cover all required content.
- **Some**- Indicative content presented demonstrate a good coverage of expectations for each document or example, however these could be supported to improve.
- **Limited**- Many areas are limited in scope and require further support to show good practice/ best practice.

Appendix D- Evidence Mapping Template

1.0 Supporting the sector through the CIMSPA vision and mission

Audit Criteria	Indicative Content	Evidence / location	Description/ Notes
<p>1.1 The AO partner engages with CIMSPA through opportunities.</p>	<p>Supporting responses to formal consultations (where appropriate).</p> <p>Contributing to or membership of CIMSPA (where appropriate).</p> <p>Proactive communication around qualifications and ongoing policy reforms.</p>		
<p>1.2 The AO partners suite of qualifications map to the appropriate professional standard (where relevant).</p>	<p>Evidence of mapping to a professional standard (where relevant and appropriate) and that this is on the correct template.</p> <p>Evidence that mapping is to the most current version of the professional standard.</p> <p>Examples of employer involvement in the design, development.</p>		

Audit Criteria	Indicative Content	Evidence / location	Description/ Notes
<p>1.3 The AO partners adheres to the CIMSPA Partner Code of Conduct.</p>	<p>Evidence of up-to-date equality and diversity policy.</p> <p>Examples of supporting the workforce (E.g. support EQA's).</p> <p>Examples to support the smooth transition of members of the Workforce between organisations (employment, education, or training).</p> <p>Examples of implementing working practices that encourage integrity, inclusivity, ethical behaviour and conduct within safeguarding guidelines.</p> <p>Evidence of promoting excellence in the delivery of activities and services.</p>		

2.0 Learner Journey

Audit Criteria	Indicative Content	Evidence / location	Description/ Notes
<p>2.1 The AO partner is transparent with their operations, processes, and practices to centres.</p>	<p>Evidence of up-to-date policies including equality and diversity, complaints, appeals, maladministration and malpractice, quality assurance, reasonable adjustments and special considerations that are easy for the centres to locate.</p> <p>Examples of sample assessment material and assessment strategies.</p> <p>Examples of centre approval process and adherence to this.</p> <p>Examples of centre continued adherence (e.g., centres registering learners within specified timeframes).</p> <p>External Quality Assurance themes for CIMSPA Training Provider Partners.</p> <p>Complaint themes for CIMSPA Training Provider Partners.</p> <p>Sanction themes for CIMSPA Training Provider Partners.</p>		
<p>2.2 The AO partner is transparent with their operations, processes, and practices to learners.</p>	<p>Evidence of up-to-date policies including equality and diversity, complaints, appeals, maladministration and malpractice, quality assurance, reasonable adjustments and special considerations that are easy for the learners to locate.</p> <p>Evidence of centre communication around timeliness of achievement and certification with learners.</p>		

3.0 Marketing and Promotion

Audit Criteria	Indicative Content	Evidence / location	Description/ Notes
<p>3.1 The AO partner markets their CIMSPA partnership in line with CIMSPA expectations.</p>	<p>Evidence of applying CIMSPA's brand guidelines</p> <p>Evidence that the correct education logo is being displayed.</p>		
<p>3.2 The AO partner markets their endorsed qualification and CPD in line with CIMSPA expectations</p>	<p>Evidence that the correct education logo is being displayed.</p> <p>Evidence that the correct CPD point logo is being displayed relevant to the course endorsed. (Where applicable).</p> <p>Evidence of applying CIMSPA's brand guidelines https://www.cimspa.co.uk/logos</p>		
<p>3.3 The AO partner ensures their approved centres (third party recognition) market their endorsed qualifications and CPD in line with CIMSPA expectations</p>	<p>Evidence that AOs are recognising and applying the Third-Party Logo Recognition Policy with their approved centres.</p> <p>Evidence of applying CIMSPA's brand guidelines</p> <p>Examples of approved centres who are not CIMSPA Training Provider Partners using CIMSPA Logo.</p>		

Audit Criteria	Indicative Content	Evidence / location	Description/ Notes
<p>3.4 The AO partner markets their endorsed curriculum with truth and accuracy.</p>	<p>Accurate representation of their endorsed product. For example, is transparent in the detail of course prerequisites, course duration, achievement obtained.</p> <p>Evidence of marketing materials aligning to AO partner promotion of training e.g., consistency in promotion of AO partner through websites, brochures, and social media.</p>		

Appendix E- Calendar of events

	Oct 24	Nov 24	Dec24	Jan 25	Feb 25	Mar 25	Apr 25	May 24	Jun 25	Jul 25	Aug 25	Sep 25
Mon												1
Tues	1						1			1		2
Wed	2			1			2			2		3
Thurs	3			2			3	1		3		4
Fri	4	1		3			4	2		4	1	5
Sat	5	2		4	1	1	5	3		5	2	6
Sun	6	3	1	5	2	2	6	4	1	6	3	7
Mon	7	4	2	6	3	3	7	5	2	7	4	8
Tues	8	5	3	7	4	4	8	6	3	8	5	9
Wed	9	6	4	8	5	5	9	7	4	9	6	10
Thurs	10	7	5	9	6	6	10	8	5	10	7	11
Fri	11	8	6	10	7	7	11	9	6	11	8	12
Sat	12	9	7	11	8	8	12	10	7	12	9	13
Sun	13	10	8	12	9	9	13	11	8	13	10	14
Mon	14	11	9	13	10	10	14	12	9	14	11	15
Tues	15	12	10	14	11	11	15	13	10	15	12	16
Wed	16	13	11	15	12	12	16	14	11	16	13	17
Thurs	17	14	12	16	13	13	17	15	12	17	14	18
Fri	18	15	13	17	14	14	18	16	13	18	15	19
Sat	19	16	14	18	15	15	19	17	14	19	16	20
Sun	20	17	15	19	16	16	20	18	15	20	17	21
Mon	21	18	16	20	17	17	21	19	16	21	18	22
Tues	22	19	17	21	18	18	22	20	17	22	19	23
Wed	23	20	18	22	19	19	23	21	18	23	20	24
Thurs	24	21	19	23	20	20	24	22	19	24	21	25
Fri	25	22	20	24	21	21	25	23	20	25	22	26
Sat	26	23	21	25	22	22	26	24	21	26	23	27
Sun	27	24	22	26	23	23	27	25	22	27	24	28
Mon	28	25	23	27	24	24	28	26	23	28	25	29
Tues	29	26	24	28	25	25	29	27	24	29	26	30
Wed	30	27	25	29	26	26	30	28	25	30	27	
Thurs	31	28	26	30	27	27		29	26	31	28	
Fri		29	27	31	28	28		30	27		29	
Sat		30	28			29		31	28		30	
Sun			29			30			29		31	
Mon			30			31			30			
Tue			31									

Monday 14th October 2024- Friday 17th January 2025- Window for Annual Statement of Compliance.

Please block out busy/ unavailable periods in red so we can accommodate future quality assurance reviews.



E info@cimspa.co.uk

T 03438 360200

**Chartered Institute for the Management
of Sport and Physical Activity,**

SportPark,

Loughborough University,

3 Oakwood Drive,

Loughborough,

Leics. LE11 3QF

cimspa.co.uk

Incorporated by Royal Charter.

Charity Registration Number: 1144545.