

EUROPEAN

STANDARDS

europe **active**



EuropeActive Education & Standards

Training Providers Guide to
Applying for EuropeActive
Accreditation

Introduction

This guide has been written to support established training providers applying for Accreditation against the EuropeActive educational standards.

The online accreditation process is undertaken by specially selected independent external verifier(s) on behalf of EuropeActive. All communication with the independent verifiers must be through email in order to generate an auditable trail, and the process is confidential between the applicant and the verifiers.

The application process is divided into two main stages: (1) Registration, and (2) Application.

Stage 1 – Registration

This involves completing a simple online form with the training provider details and the details of the person responsible for completing the application.

At this stage, the applicant must confirm their agreement to the terms and conditions of accreditation. These include agreeing to use the EuropeActive Standards and EREPS logos within the guidance provided and to abide by the principles of the EuropeActive Code of Practice for Training Providers.

The training provider must also commit to meet the mandatory requirement to cover the cost of the registration of all their graduates onto EREPS at the rate of **30 euro per graduate trainer** for their first year after graduation. The cost of EREPS registration is commonly added to the course fees. In order to support data protection requirements, the applicant must receive consent from students that their contact details will be sent to EREPS for the purposes of registration only. Personal details are not passed on, or used by any third party, they remain only within EREPS.

Accreditation of training providers lasts for **2 years from payment received** (3 years for higher education institutions), and then it is necessary to go through a process of re-accreditation. During this tenure, training providers may be subjected to an on-site external verification visit.

Details about EREPS can be found at www.ereps.eu or www.europeactive.eu.

Stage 2 – Application

This stage is also divided into two sections: (2.1) Management and (2.2) Discipline Specific Evidence.

Section 2.1 – Management Evidence

2.1.1 A copy of an organogram or organisation chart that clearly shows the training department in detail and the person(s) with responsibility for maintaining quality assurance.

2.1.2 Copies of the Curricula Vitae or resumes for all teaching, assessing and quality assurance staff.

2.1.3 A copy of the company quality assurance policy/procedures that details how teaching and assessing standards are monitored and continuous improvement measures implemented including observations of the teaching and assessment process.

2.1.4 A copy of minutes from a recent tutor/assessor standardisation meeting, these need to be detailed enough to demonstrate that standardisation activities or training for tutors and assessors has taken place (i.e., the minutes of a meeting).

2.1.5 A minimum of three independent references for the training provider (except for higher education institutions). Examples of suitable referees include an industry trade body, an affiliated educational organisation such as a higher education college or university, an employer of graduates from the training provider's courses, a letter from a course graduate now working in the fitness industry.

2.1.6 A description and evidence of any government or national quality assurance, or licensing of the training provider (e.g., copy of the certificate issued or university statutes).

2.1.7 Statement of confirmation required from training provider with details if the training provider seeking accreditation ever had any accreditation/approval/membership declined, cancelled or sanctions/special terms imposed upon them.

2.1.8 A link to the training providers website – this website should support all evidence in the application i.e. course price, content (syllabus), duration and delivery methods, teacher biographies, nature of final certification/qualification issued and any online student support offered.

Section 2.2 - Discipline specific evidence

EuropeActive Standards are in place for each specific discipline which are:

- **Fitness Assistant (EQF level 2)**
- **Fitness Instructor (EQF level 3)**
- **Group Fitness Instructor (EQF level 3)**
- **Personal Trainer (EQF level 4)**
- **Youth Fitness Instructor (EQF level 4)**
- **Active Ageing Trainer (EQF level 4)**
- **Exercise for Health Specialist (EQF level 5)**
- **Pilates Teacher (EQF Level 4)**
- **Pre-Diabetes Exercise Specialist (EQF Level 5)**
- **Weight Management Exercise Specialist (EQF level 5)**
- **Pregnancy and Postnatal Exercise Specialist (EQF level 5)**

Other disciplines have a requirement profile (and not standards), such as the following:

- **Advanced Health & Exercise Specialist (EQF Level 6)**

Guidelines for all disciplines can be downloaded from the standards website;
www.europeactive-standards.eu/es-standards

It is essential that prior to beginning an application, you read the relevant standards (or profile) provided by your Verifier or accessed through the EuropeActive Standards website. At this stage, you should complete a thorough referencing exercise to ensure that your course covers all the knowledge and skills listed in the respective document for the discipline(s) you are considering applying for. If your course does not currently include these, it must be updated to include the missing content before making an application for EuropeActive Accreditation.

The Verifier will work with you to provide the following evidence in preparation for review by the EuropeActive Accreditation Panel.

2.2.1 The type of application – new application, re-accreditation, additional category.

2.2.2 The full title of your qualification/ certification (i.e., name of the organisation followed by the name of the qualification). The full title should be inserted in English and in the original language.

2.2.3 A short description of your qualification/certification – i.e., you can insert the full original description, and a short description in English. This must be unique to your own qualification and not a reference to the EuropeActive standards for the qualification. Where applicable you must show evidence of student pre-requisite qualifications (e.g., gym instructor being the pre-requisite for personal trainer).

2.2.4 A **course outline** detailing the structure of your qualification and course delivery methods, this:

- can be a prospectus, syllabus, course timetable, course overview or other document
- must enable the verifier to identify the overall structure of the qualification in terms of the number of hours of independent study required, the number of days of face-to-face and 'live' study training, the amount of time in classroom or practical settings and the overall duration of the course.

2.2.5 Qualification delivery – this must detail the delivery methods and show how much time is dedicated to each subject within the course structure, it may be easier to reference another document which can be uploaded as supporting evidence, such as a scheme of work, detailed class timetable, lesson plans (2-3 examples of lesson plans), guest access to an e-learning course or a copy of distance learning materials (one example of), if a face to face course the maximum number of students per group, and details of practical activities should be included.

2.2.6 Method of assessment – it is expected that there will be more than one method of assessment for most courses. To evaluate the knowledge requirements of the EuropeActive standards (or profile) some theory assessment(s) will be required. The practical skill-based requirements of the standards will need to be assessed using a practical assessment. For higher level courses (EQF 4 and above) additional assessment methods such as case studies and essay questions are expected to assess student's ability to plan and deliver training programmes or demonstrate a deeper level of applied knowledge. An explanation of the marking and determination of result should be included here.

2.2.7 You must confirm that your qualification covers the full scope of the EuropeActive standards (or profile requirements for level 6), by checking the 'Yes' box for each knowledge and competence criterion listed for the qualification as a declaration that each of these is taught and assessed within your training.

2.2.8 You are also required to confirm that it is necessary for all students to pass a practical assessment observation that is comparable to the standard EuropeActive checklists, which can be accessed at the EuropeActive website – click on "standards".

2.2.9 You are required to state the pre-requisite requirements for entry onto the qualification and if appropriate the rationale behind the choice

Section 3 - Supporting evidence

This section is where you must upload via WeTransfer or email the supporting evidence documents to the nominated verifier. The independent verifier will need to see a sufficient quantity of evidence to support the application in preparation for review by the EuropeActive Accreditation Panel. As a minimum, the verifier would expect to see:

3.1 A video of the practical observation assessment in which the assessor, the student and their client can be seen and heard clearly. Ideally this should be a single video of the entire assessment, but this may not be possible to record and examples of each section of the assessment may be acceptable if they are long enough for the verifier to observe the natural behaviour of the student and assessor. The content of the assessment should cover the following components, although it is appreciated that for certain disciplines not all the evidence requirements as stated will apply:

- Briefing of the student by the assessor in preparation for the practical assessment
- Introduction and brief consultation with the participants/client, by the student and prior to the practical assessment
- Warm up including CV and stretching
- Main CV exercise/aerobic curve
- Main resistance exercises using a variety of machines and equipment
- Bodyweight and/or core exercises
- Cool down including CV and stretching.
- Feedback provided to the student by the assessor including final decision on the overall assessment outcome

The completed assessment checklist/paperwork from the assessment in the video along with all feedback should also be submitted for the verifier to compare the assessor's feedback with their own observations.

3.2 Examples of completed student feedback questionnaires or course evaluation forms.

3.3 A picture of the certificate issued on achievement of the qualification.

3.4 Examples of teaching and learning resources used to deliver the qualification e.g. student manuals, lists of course texts, example presentations, lesson plans, assessment materials, handouts or other materials

3.5 Your programme must include an explanation of:

- **3.5.1** - the importance of working to European standards
- **3.5.2** - the rights and responsibilities of being a registered fitness professional.

This will include the EREPS Code of Ethical Practice, and the commitment to career professional development.

It is therefore required that all accredited Training Providers give all students attending a EuropeActive accredited programme the EuropeActive Statement.

The Training Provider will be asked to confirm via email that the EuropeActive Statement to support this criterion, will be provided to ALL students on day one of the qualification by:

- Providing each learner with a paper printed copy of the EuropeActive Statement
- Providing each learner with an electronic copy via email of the EuropeActive Statement

Submitting the application

Once you have completed the online application form you will be sent an email confirming receipt of the application and an invoice from the Finance Team will follow. The accreditation process will not start until payment in full is received by EuropeActive. Once payment has been confirmed the Lead Verifier will make contact and assign a dedicated Verifier to support you as the training provider. The verifier allocated to evaluate your application will then contact you to begin the process, for which you have 12 months to complete and gain approval from the date payment is received. All communication will be via the **email address** you provide when you register on the website.

Once the verifier has been able to collate all the required evidence and signed documentation, they will notify EuropeActive Accreditation Panel of the application for review. The Panel will review the application and will either:

- Approve Accreditation
- Seek further information and evidence
- Decline Accreditation

Once approved you will receive a welcome pack, an electronic certificate of accreditation achievement and electronic versions of the EuropeActive Standards and EREPS logos together with guidelines for their use in marketing collateral.

Registering graduates on EREPS

You will also be sent an **Excel template file** for you to use to register the graduates who have successfully completed your training programme(s). The Excel file is returned by you to EREPS for processing, and you will receive an invoice based upon 30 euro per graduate trainer being registered. Each trainer registered with EREPS can add a personal profile to their website listing. EREPS is a public register of exercise professionals who have met the agreed European standards for safe and effective practice.

Moreover, you can also upload the organisation logo, contacts, nominated person, programmes, languages and other information which will be used in EREPS to increase the visibility of the organisation by means of the function "**Find a course**".



EuropeActive

setting the standards for Europe

House of Sport
Avenue des Arts / Kunstlaan 43,
B-1040 Brussels,
Belgium

T: +32 (0) 2649 9044
W: www.europeactive-standards.eu
www.europeactive.eu
www.ereps.eu