

EUROPEAN

STANDARDS

europeactive



# EuropeActive Education & Standards

Training Providers Guide to  
Applying for EuropeActive  
Accreditation

## Training Provider Guide to Applying for EuropeActive Accreditation

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

The accreditation process is undertaken by specially selected independent external international verifier(s) on behalf of EuropeActive. All communication with the international verifiers must be through email 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 Euros per graduate trainer for their first year after graduation. The cost of EREPS registration is commonly added to the course fees. 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 all training providers lasts for 2 years from payment received. A reaccreditation application will be required every 2 years for training providers and every 4 years for higher education institutions. During this tenure, training providers may be subjected to an on-site external verification visit if deemed applicable.

Details about EREPS can be found at [www.ereps.eu](http://www.ereps.eu)

### Stage 2 – Application

This stage is also divided into two sections: (1) Management and (2) Discipline Specific Evidence.

#### Section 1 – Management Evidence

**1.1** – Provide a list of current all teaching, assessing and quality assurance staff involved with EuropeActive accredited disciplines.

**1.2** - Copies of the Curriculum Vitae or resumes for all teaching, assessing and quality assurance staff if changed from prior accreditation/reaccreditation report.

**1.3** - A copy of the company quality assurance policy detailing the activities/evidence to be included within the sampling period e.g., Observation of Teaching, Observation of Assessments, Quality Reports that details how teaching and assessing standards are being

monitored and continuous improvement measures implemented.

**1.4** – Has the training provider seeking EuropeActive accreditation had any accreditation/ approval/membership declined, cancelled or sanctions/special terms imposed upon them since accreditation?

Statement of confirmation required from Training Provider with details if “YES” answered in 1.4

**1.5** - A description and/or evidence of any employer, industry, regional government, or national organisational links related to your training provider and provision.

**1.6** – Comments on information available on the training providers website and online learning platform (if applicable) as an accurate reflection of the disciplines accredited professionalism of the training provider, including accurate logo usage.

## Section 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)

Summaries of the standards are available via

<https://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:

**2.1** - The title of your qualification/ certification

**2.2** - A syllabus or course outline detailing the structure of your qualification and course delivery methods – this can be in the format of a prospectus, syllabus, course timetable, course overview or other document but must enable the verifier to identify the overall structure of the qualification in terms of the

- number of hours of study required overall (TQT)
- the amount of time for any pre course work if applicable (online study)
- the number of hours of real time study (live)
- the amount of time in classroom
- the amount of time in practical settings
- the overall duration of the course from start to assessment including any internship and home study

**2.3** - Method of assessment – An explanation of the assessment strategy should be provided to the verifier detailing the range of assessment methods appropriate to the discipline.

To note: EQF Level 4 or above should include essay/case studies/assignment methods to demonstrate the learner's ability to analyse and programme over time.

**2.4a** (Verifier will request either 2.4 A or B for criteria based on QA Strategy) - A practical observation assessment in which the assessor, the learner 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 core components, as required for the discipline, or as listed in a practical assessment guidance.

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.

**2.4b** (Verifier will request either 2.4 A or B for criteria based on QA Strategy) - EQF Level 4 or above provide the completed essay/case studies/assignment methods to demonstrate the learner's ability to analyse and programme over time, with marking and feedback from a recent graduate.

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

**2.6** – Indicate where in your programme will you inform learners of the value of working to European Standards and the value of being part of EREPS.

Reminder to the training provider that all students MUST be registered to e-reps as part of the agreed terms and conditions with EuropeActive.

**2.7** - Projected graduate numbers per discipline over the coming 2-year accreditation period

**2.8** - A picture of the certificate issued on achievement of the qualification.

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

## 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 Accreditation Manager will assign a dedicated international 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 EREPS website" Get Qualified" section.



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