

EuropeActive Education & Standards

Training Provider Guide to
Applying for EuropeActive
Reaccreditation

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This guide has been written to support established training providers applying for reaccreditation against the EuropeActive educational standards following a two-year accreditation period.

The application process is divided into three stages:

- **Registration**
- **Application**
- **Review**

Registration for Reaccreditation

This involves completing a simple online form to state the intention to reaccredit and remain an accredited training provider of EuropeActive. It includes details of the training provider and the cost of completing the application.

At this stage, the applicant must confirm their agreement to the terms and conditions of accreditation including 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.

It should be noted that an accreditation period of training providers lasts for **2 years from the date that payment was received**, and then it is necessary to go through a process of reaccreditation (higher educational institutes will be required to complete the reaccreditation application every 4 years). During this tenure, training providers may be subject to an onsite external verification visit, if deemed applicable.

We therefore strongly advise that a provider familiarises themselves with this guidance to ensure they are well prepared with evidence for reaccreditation.

Once payment is received by EuropeActive, a verifier will be allocated to evaluate an application, for which a provider has until the date of their expiry period to complete and gain approval. Please ensure you register, make payment, and begin the application in advance of your expiry date, when invited by EuropeActive to start reaccreditation.

Any delay beyond the expiry date may result in the suspension/removal of accreditation status. All communication will be via the email address provided as the main contact. Documents are accepted in English or can be in the local language but must be in open WORD format to allow for the use of translation software. PDF, EXCEL or J-PEG images are not acceptable.

Application

Section 1 – Management Evidence

1.1 – Provide a current list of 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 activities/evidence 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. Evidence should be within recent cohorts.

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 – Comments on information available on the training provider’s 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 offered by EuropeActive and can be found at <https://www.europeactive-standards.eu/es-standards>

It is essential that prior to beginning an application, a provider reads the relevant standards – available upon request to all training providers. It is advised to complete a thorough referencing exercise to ensure that a course covers all the knowledge and skills listed in the respective document for the discipline(s) being considered for reaccreditation – standards may have been updated. If a course does not currently include these, it must be updated to include the missing content before any new accreditation period will be authorised.

The verifier will work with the training provider to gather the following evidence in preparation for review by the EuropeActive Accreditation Panel:

2.1 - 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**

2.2 - 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.

2.3a - 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.

2.3b - EQF Level 4. or above, provide a completed essay/case study/assignment which demonstrates a student's ability to analyse and design a programme over a given time period; the submitted work should include evidence of marking/assessment and tutor/assessor feedback.

2.4 – Confirm the pre-requisite requirements for entry onto the qualification and if appropriate the rationale behind the choice.

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

Confirmation that Training Provider has been registering graduates with EREPS Membership.

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

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

- **Review by EuropeActive Accreditation Panel**

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

- **Approve Reaccreditation**
- **Seek further information and evidence**
- **Decline Reaccreditation**

If successful, an approved provider will receive an updated electronic certificate of accreditation achievement.

**Please note making payment and an application is not guaranteed reaccreditation. EuropeActive reserves the right to refuse applications in accordance with our Code of Practice. Should you be unsuccessful 50% of the original payment for reaccreditation will be refunded to you.*



EuropeActive

setting the standards for Europe

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